



EXCESSIVE ABSENCE APPEAL FORM

Student Services

1156 College Drive
Summit, MS 39666
601.276.4810

Return Completed Form to Student Services

Student Name: _____

Address: _____

Student ID #: _____ **Email:** _____ **Phone #:** _____

Class Section: _____ **Instructor:** _____

Supporting documentation must be attached to this form and submitted with the appeal letter. Missing documentation will constitute an incomplete appeal and will be considered void.

APPEAL PROCESS:

- *Deliver the completed appeal form **IN WRITING** to the office of the Vice-President for Student Affairs. The appeal should be completed in full. Missing information may result in your appeal being delayed or denied.*
- *The Vice-President for Student Affairs will inform the student if he/she is eligible to return to class.*
- *If the student wants to appeal the Vice-President for Student Affairs decision, the student should notify Student Affairs in writing within 5 days of being denied back in class.*
- *The Vice-President of Student Affairs will inform the student of the time and place to appear before the Appeals Committee. The Appeals Committee will hear the appeal and either uphold the action of the Vice-President for Student Affairs or readmit the student to the class. The decision of the Appeals Committee is final.*

Please briefly list the reason for your excessive absences:

Signature

Date