



# NO SHOW/ATTENDANCE APPEAL

No show/Attendance appeals are to be submitted to the Registrar's Office and are reviewed on a continuous basis. Appeals that do not represent a sound basis for an attendance change will be denied. Notification of approval/denial of appeals will be sent to your GPTC student email account. Georgia Piedmont Technical College will note the change in the student's academic record when the appeal is approved. Processing time on changes for approved appeals is five days.

All supporting documentation must be submitted on official letterhead.

Appeals must be submitted no later than fourteen (14) calendar days from the first day of the following term being appealed.

**Important: if you have received or expect to receive financial aid for the term you are appealing, you may be required to return the aid or owe additional tuition and fees. It is highly recommended you contact a GPTC Financial Aid Advisor prior to submitting a no show/attendance appeal.**

1. Name (Last, First, Middle)

\_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

7. Did you receive financial aid? (Circle ONE) If yes, please specify amount and type of aid. Yes No

\_\_\_\_\_

2. Student ID (College 900 Identification Number)

900 \_ \_ \_ \_ \_

8. Please indicate the criteria on which you wish to appeal. SUPPORTING DOCUMENTATION ON OFFICIAL LETTERHEAD IS REQUIRED

- I attended the wrong class.
- I never attended class the first week of the session.
- Extended period of physical or mental illness.
- Extended periods of physical or mental illness of immediate family member.
- Death of immediate family member (attach certified copy of death certificate).
- Involuntary changes in employment schedule or military deployment.
- Error in academic advising.
- Institutional errors/delay in processes.

3. GPTC Student E-Mail Address

\_\_\_\_\_@student.gptc.edu

4. Telephone Number(s)

( \_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_

5. Term of Appeal

- Fall Semester Year \_\_\_\_\_ Session \_\_\_\_\_
- Spring Semester Year \_\_\_\_\_ Session \_\_\_\_\_
- Summer Semester Year \_\_\_\_\_ Session \_\_\_\_\_

9. Please provide an explanation of the circumstances for your appeal (attach additional paper as needed)

\_\_\_\_\_

6. Please list the course(s) and/or changes you wish to appeal

SUBJECT	COURSE	CRN#	CHARGES (If Known)

I acknowledge that the information provided in my appeal is in accordance with the GPTC's Standards of Student Conduct.

**Note: If you have received Financial Aid, please be advised that you need to contact your Financial Aid Advisor before submitting an appeal.**

\_\_\_\_\_  
Signature Date