



COURSE VERIFICATION OF ATTENDANCE FORM

This form is to be used only AFTER the Petition for Reinstatement period has ended and only in extenuating circumstances. Students must complete the following steps (1) Obtain signature of Instructor, Dean and Provost & VP of Academic Affairs; (2) Submit the form to the Bursar's Office to make the required payment; (3) Upon approval, the Registrar's Office will process the reinstatement and notify the student and instructor by email.

SEMESTER: FALL SPRING SUMMER **YEAR:** _____

Name: _____ **GCID:** _____

EMAIL: _____ **PHONE:** _____

COURSES TO BE ADDED TO SCHEDULE

Instructors should be able to verify that the student has been attending the course or that the instructor is willing to assist the student in making up any missed work prior to enrollment in the class

CRN	COURSE ABBREVIATION	COURSE NUMBER	CREDIT HOURS	APPROVING INSTRUCTOR SIGNATURE	APPROVING DEAN SIGNATURE

The above named student is registered for a total of _____ credit hours for the given semester.

Provost & VPFA: Approve Deny
Signature _____ Date _____

Comments:

Bursar: Approve Deny
Signature _____ Date _____

Comments:

Financial Aid: Approve Deny
Signature _____ Date _____

Comments:

Registrar: Processed by:
Signature _____ Date _____