



CLASS SCHEDULE REINSTATEMENT FORM

Students with courses dropped for non-payment or removed for non-attendance can request reinstatement of the *original* course schedule as verified on a registration audit history. **New courses cannot be added as part of the reinstatement process.** Each course must have an available seat.

This form must be completed by both the student and instructor and submitted to the Records office for reinstatement. Forms may be emailed from the student to instructor for signature. The instructional Dean's signature is also required. Completed forms may be emailed to records@gadsdenstate.edu for processing.

Student Name

Student ID

Term

Course to reinstate:

CRN

Course Name

By signing, I acknowledge I am responsible for any and all charges incurred by this schedule reinstatement regardless of financial aid status.

Student Signature

Date

Instructor Approval:

_____ should be reinstated in _____
Student Name CRN & Course Name

I verify this student attended the above course on _____
Student's Date of Attendance
(date must be **ON** or **BEFORE** the drop for no show date)

Instructor Signature

Date

Instructor Email Address

Instructional Dean Signature

Date

Records Office	
Processed by: _____	Date: _____
After reinstated, notify:	
<input type="checkbox"/> Student <input type="checkbox"/> Instructor <input type="checkbox"/> Financial Aid <input type="checkbox"/> TLC	