**Attendance Appeal for Advising/Reinstatement**

<table>
<thead>
<tr>
<th>Suspension</th>
<th>Dismissal</th>
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<tbody>
<tr>
<td># of Prior Attendance Dismissals:</td>
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**DSI#** | **Person #** | **Current Date:**  
--- | --- | ---  
--- | --- | ---  

**Name:** (Last Name, First Name)  
**Phone:** ( )  

**Program:**  
**Session:**  
**A** | **B** | **Standard**  
--- | --- | ---  
--- | --- | ---  

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**Semester** | **Year**  
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--- | ---  

(Circle all that apply)  
(Indicate semester and year)  

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**STEP 1:** In the space below, please indicate your reasons for poor attendance. Supporting documentation **must** be attached. List how your situation has changed to improve your attendance. If your suspension or dismissal is a result of a missing ID card, a copy of your receipt for a replacement ID must be stapled to the appeal form before it can be processed.

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I understand that I must have clearance from the Dean and Student Finance (Student Finance - if on dismissal status only) in order to be reinstated/re-enrolled at DeVry University. If you need additional room, please attach documentation as appropriate.

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**Student Signature** | **Date** | **Attendance Coordinator** | **Date**  
--- | --- | --- | ---  
--- | --- | --- | ---  

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**STEP 2:** Obtain grades from each course enrolled, instructor signature and comments.

**If you are registered for a course that you wish to withdraw from, you MUST do so in writing in Student Central.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Grade</th>
<th>Instructor Signature/Date</th>
<th>Comments</th>
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<tbody>
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**STEP 3:** See Student Central to appeal to the appropriate Dean.

**Interviewing Dean (Check One)**

- Lewis (Liberal Arts & Sciences)  
- Lasseigne (BSBA, BSTM, HIT)  
- McClure (CIS, GSP, NCM, NSA)  
- Penciu (EET, ECT, CET, GSP)  
- Swafford (Evening & Weekend)  

Approved  

Denied  

--- | **Signature of Dean** | **Date**  
--- | --- | ---  
--- | --- | ---  

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**STEP 4:** Obtain Student Finance Signature (only if on DISMISSAL status).

**Student Finance Signature** | **Date**  
--- | ---  
--- | ---  

Received in Registrar Office and Updated in OSS by: **Date:**

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