

No Show Petition



Sierra College Admissions & Records 5000 Rocklin Rd. Rocklin, CA 95677 916-660-7340

Complete all portions of the form and submit, in order, to the appropriate reviewer(s). (See below for required signatures for your particular request.) Petitions submitted without required signatures will be denied and returned via mail. No Show Petitions must be filed with the Admissions & Records Office within one year of course completion (Board Policy 4231).

- If you failed to drop yourself from courses before the refund deadline and you owe fees, a financial hold will be placed on your record.
- 50% of nonresident/international tuition is refundable if the student withdraws from all courses within the first 6 weeks of a full semester or the first 2 weeks of a summer session.
- You will be notified of the result by email, located in your mySierra account. If petition is approved, a credit may be issued to your mySierra account. Allow a minimum of two weeks for processing.

Student Information:

Applicable Semester: Fall Spring Summer Year: _____

Name: _____ Student ID #: _____
Last First MI

Address: _____ Phone Number: _____

City, State: _____ ZIP: _____

Email: _____

Course Name: _____ Course Number: _____ Instructor Name: _____

I certify that I never attended any class sessions within the add/drop period and neglected my responsibility to drop myself from the course until after the add/drop deadline.

Student Signature: _____ Date: _____

Required Signatures:

Instructor of Record: Approve Disapprove

Instructor must submit this petition to the Dean; student is not allowed to handle this form once reviewed & signed.

By approving this petition, I verify as the instructor of record that I did not clear the above named student from my attendance roster (per Title 5 Section 58004) and that the above named student never attended any class sessions within the add/drop period.

Signature: _____ Date: _____

Division Dean:

Dean must submit completed petition to A&R; student cannot deliver once reviewed & signed.

Comment: _____

Signature: _____ Date: _____

A&R Office Use Only:

Comments: _____

Records Office Signature: _____ Date: _____