



SIERRA COLLEGE

No Show Petition

Admissions & Records: (916) 660-7340 NCC: (530) 274-5302 Tahoe/Truckee: (530) 550-2209

This petition is used to drop a class if you never attended and the instructor did not drop you by the add/drop deadline. The deadline to submit a completed No Show Petition is June 30 of the academic year in which the grade was received.

If you are due a refund, it will be generated once this petition is processed. Allow a minimum of two weeks for processing.

Student Information:

Semester: Fall Spring Summer Year: _____

Name: _____ Student ID #: _____

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

Student Signature: _____ Date: _____

Required Signature:

Instructor: Approve Disapprove

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/Executive Dean: Approve Disapprove

Signature: _____ Date: _____

A&R Office Use Only:

Comments: _____