



# No Show Exception Request

Request to remain in a class after not participating during the first 10% period

Submit this form and supporting documentation to the Information Desk in the K. Ray Bailey Student Services Building, or email your request and supporting documentation to [registrar@abtech.edu](mailto:registrar@abtech.edu) (from your A-B Tech student email account). A decision will be made within one business day, and the decision will be sent to your A-B Tech student email account. You may not participate in a class for which you have already been dropped as a “No Show.”

Date & Time Received \_\_\_\_\_ Staff Initials \_\_\_\_\_

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## Attendance Policy

It is mandatory that the student attend each course at least once during the first 10% of the course, or in the case of online courses, a graded activity must be submitted during the first 10% of the course. If the student does not participate in a course prior to the 10% point, the student will be dropped from the course and will not be eligible for a refund.

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## Student Information

Student Name \_\_\_\_\_ Student ID# \_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Class Information

\_\_\_\_\_   
Course Subject, Number, and Section (example: ENG-111-D1)

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## Student Explanation

Please explain why you were unable to participate in your course by the 10% point of the course. Include documentation to support your claim. Note: Exceptions may only be approved in extenuating circumstances, such as medical/legal issues, College error, etc. Not being aware of the College attendance policy or course start-date are not acceptable reasons for a No Show Exception.

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**Resolution:** Approved  Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_