

MEMORANDUM

TO: REGISTRATION/SCHEDULING

RE: **AUTOMATIC WITHDRAWAL OF A STUDENT FROM CLASS**

The student listed below has not attended class through the first week (**or it equivalent**) of class nor has he/she contacted the instructor. Please remove this student from the class roster.

DATE: _____

STUDENT NMU IN: _____

STUDENT'S NAME (please print): _____

COURSE: _____ SECTION: _____ CRN #: _____

INSTRUCTOR'S NAME: _____

INSTRUCTOR'S SIGNATURE: _____

CC: STUDENT

THIS FORM MUST BE RECEIVED IN THE REGISTRATION OFFICE BY THE TUESDAY OF THE SECOND WEEK OF THE SEMESTER. YOU MAY FAX THE FORM TO 227-2231.