



OFFICE OF STUDENT RECORDS/ UNIVERSITY REGISTRAR

REPORT OF CHANGE IN ATTENDANCE FORM

STUDENT ID NUMBER	LAST NAME, FIRST NAME, M.I.	MAJOR	TERM: ☐ FALL ☐ SPRING ☐ SUM I ☐ SUM II YEAR:
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Please check the appropriate box: ☐ Reinstatement of Course(s) or ☐ Non-attendance of Course(s)

PROCEDURES FOR RE-ENTERING THE STUDENTS WHO HAVE BEEN REPORTED FOR NON-ATTENDANCE AND PERFORMING AN ADMINISTRATIVELY DROP FOR STUDENTS WHO WERE INADVERTENTLY NOT REPORTED AS NON-ATTENDANCE.

- Students must submit to the faculty who reported them for non-attendance supporting documentations to justify their absences.
- Faculty may hear their cases.
- If the instructor approves the student for re-instatement, the instructor will complete this “Report of Change in Attendance Form” and submit to the department chair.
- If the department chair approves the request for reinstatement or administrative drop for non-attendance, the department will submit this Form to the Office of Student Records/Registrar’s Office for processing.
- If denied, students will have to re-enroll for the course.

COURSE INFORMATION

CRN	Subject Code	Course No	Section No	Days	Time	Credit Hours	Instructor's signature
Ex.10283	EN	101	01	MWF	8:00-8:50	3	<i>John Doe</i>

Required Signatures for Approval and Processing:

Student's Signature

(Date)

Department Chair's Signature

(Date)

This form is to be submitted along with all supporting documentations related to the appropriate box checked above (class rosters, roll books and etc.) for approval. Once the student has been reinstated to the class roster, the faculty may enter the student's final grade via the BannerWeb. Submission of this form after mid-term for the respective term requires a letter of justification from the instructor of record.