



REINSTATEMENT FOR NON-ATTENDANCE AUTHORIZATION

Use this form if you have been removed from courses for non-attendance and are requesting to be reinstated. **Return this form with the required instructor and dean signatures to the Registrar's Office in College Hall.**

Name: _____ Student ID: _____
Last First

Select Term: **Fall** **Spring** **Summer** Full Semester 1st Term 2nd Term Year: _____

Program of Study: _____

COURSE INSTRUCTOR AND DEAN:

By signing this document, you are authorizing the Registrar's Office to re-enroll this student into a course that had been dropped for non-attendance per the instructor's attendance verification report.

AUTHORIZATION FOR RE-ENROLLMENT INTO NON-ATTENDED COURSE(S)

Course ID	Course Section	Credit Hours	Instructor Signature	Dean Signature

STUDENT:

By completing and submitting this form to the Registrar's Office, you are acknowledging that you request to be re-enrolled into courses that had been removed due to your non-attendance. This action will create a tuition and/or fee charge to your student account that must be paid immediately.

Student Signature (**required**)

Date

OFFICE USE ONLY: hours before: _____ hours after: _____ processed by: _____ date: _____