



MADISON COLLEGE

Non-Attendance Removal Form

INSTRUCTIONS - An instructor who issued a student non-attendance (N) status in error may submit this form to allow for reinstatement of a student back into a class with student agreement and approval. After the student has completed the top portions of the form (parts A - C), the instructor must then sign to authorize the status removal (part D) and submit the form as directed in part E.

A. STUDENT INFORMATION

Last Name _____ First Name _____ Middle Initial _____
Student ID _____ Program of Study _____

B. CLASS INFORMATION

Class Number (5 digits) _____ Course Title _____
Academic Year (yyyy-yyyy) _____ Term Fall Spring/Interim Summer

C. STUDENT SIGNATURE & AGREEMENT

By signing, I certify that I am requesting reinstatement in the above class, and that I have been attending and engaged in the class. I understand that this will remove the current non-graded status for this class on my student record, and that I will obtain an earned grade based upon completion of this class.

If I am receiving financial aid and/or veterans educational benefits this change in my enrollment status may affect funding. Regardless of the outcome, I understand that I will be held responsible for all tuition and fees associated with the class.

Student Signature _____ Date _____

D. FACULTY SIGNATURE & AGREEMENT

Instructor Name _____

I certify the above student has been attending and engaged in the above class. I am requesting the student be re-enrolled in the above class due to the following reason:

Student began attending after N Grade was assigned N Grade was issued in error

Other (please explain): _____

Instructor Signature _____ Date _____

E. SUBMISSION INSTRUCTIONS

The instructor may submit completed form in **one** of the following ways:

- In-person (preferred):** Enrollment Center, Truax Campus, Rm. A1000 or any regional or metro campus
- Fax:** (608) 243-4353
- Mail:** Enrollment Center, Madison College, 1701 Wright St. Madison, WI 53704

Please allow up to 10 business days to process a Non-Attendance Removal Form.

Questions? For assistance with this form call the Enrollment Center at (608) 246-6210 or visit in person.

Regional & Metro Campus Staff - Date stamp, scan and email to records@madisoncollege.edu.
Enrollment Center - Records Use Only:
Staff Name _____ Staff Title _____ Date Processed _____