



Western New Mexico University – Instructor Drop/Withdrawal for Non-Attendance Form

The Instructor Drop/Withdrawal for Non-Attendance Form is used to request the removal of a student from a course when the student has not attended or participated in accordance with established institutional attendance requirements. Instructors may submit a request when a student's documented non-attendance meets the criteria for an administrative drop or withdrawal.

Student Name:				WNMU Student ID:		
Term this request applies for:				Last Day of Attendance:		
Select the option that applies to this request:			Drop:	☐	Withdraw:	☐
Course Information:	Subject Ex. MATH:	Course Ex: 111:	CRN Ex: 12345	Start Date of Course Ex. 01/01/2006	End Date of Course Ex. 05/30/2006	
Notes:						

Student Name:				WNMU Student ID:		
Term this request applies for:				Last Day of Attendance:		
Select the option that applies to this request:			Drop:	☐	Withdraw:	☐
Course Information:	Subject Ex. MATH:	Course Ex: 111:	CRN Ex: 12345	Start Date of Course Ex. 01/01/2006	End Date of Course Ex. 05/30/2006	
Notes:						

Student Name:				WNMU Student ID:		
Term this request applies for:				Last Day of Attendance:		
Select the option that applies to this request:			Drop:	☐	Withdraw:	☐
Course Information:	Subject Ex. MATH:	Course Ex: 111:	CRN Ex: 12345	Start Date of Course Ex. 01/01/2006	End Date of Course Ex. 05/30/2006	
Notes:						

Instructor's Signature:		Date:	
-------------------------	--	-------	--

RETURN the COMPLETED and SIGNED form to:

- Email: registrars@wnmu.edu; Phone: 575-538-6118
- Mail: 1000 W. College Ave., PO Box 680, Silver City, NM 88062
- Be sure to complete all REQUIRED sections with SIGNATURE and date.
- Any Change of Schedule Form that DOES NOT INCLUDE required signatures or completed required fields will be denied upon submission to registrars@wnmu.edu.