



NON-ATTENDANCE DROP FORM

Faculty Member: Please complete this form for all students who have never attended any of your class sessions during the first 2 weeks of the semester. Please email the form to Mavalos@ccsj.edu or place in the Registrar's mailbox found in the mailroom. Once the student has been administratively dropped, you will receive a confirmation email.

Faculty Member Name: _____
(Last) (First)

Term: _____

Course Information:

Department	Course Number	Section	# of Hours	Name of Course	Instructor
Example: GENL	199	Z	3	<i>Succeeding in College</i>	<i>Mr. Joseph</i>

Please indicate the name and ID number of students who have not attended and should be administratively dropped:

First Name	Last Name	ID Number

Instructor Signature _____

Date _____