

Retroactive Change in Reported Never-Attended or Stopped-Attending Date

Office of the Registrar – Records Analysis, University of Memphis, 003 Wilder Tower / Fax: 678-3249

NOTE: If the change is for the current session prior to the end of the grading period, make the change in Faculty Self Service rather than use this form.

Student's Name: _____
Last, First MI

U-Number: U _____ Term: _____ Year: _____

SUBJ: _____ Course #: _____ Sec #: _____ CRN: _____

Instructor's Name: _____

Instructor's Signature: _____ Date: _____

Based on actual class attendance, I certify that the previously reported information should be corrected as follows:

Student was reported as never attending class but was in attendance throughout the term. Remove the non-attendance date from the file.

No attendance information was reported, but this student never attended any classes.

No attendance information was reported, but this student stopped attending on this date: _____.

Student was reported as never attending. Student did attend some classes, but stopped attending on this date: _____.

Initial stopped-attending date was incorrect. Change date from _____ to _____.

Comments: _____

Submit completed form to Records Analysis, 003 Wilder Tower.

Records Analysis Use Only:

_____ Copy to Student Financial Aid Office.
(Date)