SPRING 2013 UNDERGRADUATE DEREGISTRATION FORM
NON-ATTENDANCE

TO: Office of the Registrar

FROM: _____________________________

DATE: _____________________________

(Valid only when dated and received by appropriate date - See chart below for deadlines).

SUBJECT: The undergraduate student named below did not attend class at all during the appropriate time frame at the beginning of the course. I am exercising my prerogative to drop the student from my class. Please deregister him/her from class.

Student Name: _____________________________

Student ID Number: _____________________________

Course Subject/Catalog Number: _____________________________

Please check one:  [ ] Semester length  [ ] 8 Week 1  [ ] 8 Week 2

FACULTY SIGNATURE: _____________________________

DEREGISTRATION DATES:

<table>
<thead>
<tr>
<th>Session dates:</th>
<th>The student did not attend class on or before:</th>
<th>Hand deregistration form to CC-B52:</th>
</tr>
</thead>
</table>
| Semester Length Classes  
January 23rd – May 8th | January 30th | January 31st – February 5th |
| 8 Week 1 Classes  
January 23rd – March 12th | January 28th | January 29th – January 30th |
| 8 Week 2 Classes  
March 13th – May 8th | March 18th | March 19th – March 20th |

**Electronic submissions of this form will only be accepted from the faculty’s UAlbany e-mail account by 11:59 PM on the date of the deadline. **