

# College of Applied Sciences and Arts

## DEANS LETTER

This form is used to certify past semester performance and attendance for backdated registration and drops. The information is necessary so that we remain in compliance with federal and state regulations, and SIUC policy.

TO: Instructor of \_\_\_\_\_  
Dept. & Course No Section No Credit Hrs Term & Yr

FROM: \_\_\_\_\_  
College of Applied Sciences and Arts

DATE: \_\_\_\_\_

RE: \_\_\_\_\_  
Student Name ID Number

\_\_\_\_\_ Student Address

\_\_\_\_\_ Student Phone Number Student Email Address

### REGISTRATION ACTION REQUIRED:

**ENROLL** **Grade:** \_\_\_\_\_  
You are certifying the above referenced student formally began class work for the course and section indicated within the calendar dates for the given semester and is to be awarded a grade. *Grade is required to complete enrollment.*

**DROP**  
A **date of last attendance** must be provided. Make a notation of "never attended" if the student did not attend any class sessions. \_\_\_\_\_ Date

Approve  Do Not Approve

*Permission to replace a previously submitted letter grade with a W# is determined by the SIUC Registrar.*

Instructor of Record \_\_\_\_\_  
Print Clearly

Instructor Signature \_\_\_\_\_  
Date

The above noted changes to the student's record are  Approve  Denied

\_\_\_\_\_  
Tamara Loyd Workman, Chief Academic Advisor  
Dean's Designee (Paul D. Sarvela, Dean)

CASA  
Academic Unit

To complete processing send original to Records and Registration, Mailcode 4701