

**THE COLLEGE/UNIVERSITY OF THE BAHAMAS  
COURSE REGISTRATION CANCELLATION FORM**

A student's registration in a course may be cancelled if he or she fails to be punctual for at least 25 percent of the class sessions by mid-semester break; fails to attend the first two class sessions following the end of the late registration period; or fails to attend at least 75 percent of the class sessions by mid-semester break. Course registration cancellation results in the removal of the course from the student's academic record. **Instructors must submit a completed COURSE REGISTRATION CANCELLATION FORM along with the Class Register to the Academic Dean/Executive Director through the Chair/Academic Head of the School/Unit responsible for the course prior to the official date for withdrawal without academic penalty.**

Name of Student: \_\_\_\_\_

ID #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Course Abbreviation/Number for which Registration is to be Cancelled: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Registration Cancellation is Requested for (check one):

- Failure to be punctual for at least 25 percent of the class sessions by mid-semester break
- Failure to attend the first two class sessions following the end of the late registration period
- Failure to attend at least 75 percent of the class sessions by mid-semester break

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name/Signature of Course Instructor Date

\_\_\_\_\_  
Name/Signature of Chair/Academic Head Date

\_\_\_\_\_  
Name/Signature of Dean/Executive Director Date

**FOR STUDENT AFFAIRS USE ONLY**

Date Recorded: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Status of Student (check one):  Freshman  Sophomore  Junior  Senior

Signature, Records Assistant: \_\_\_\_\_

Signature, Director of Records: \_\_\_\_\_