MATC SYLLABUS RECEIPT FORM — STUDENT

Subject ID __________________ Course No. __________________ Section No. __________________

Instructor Name ________________________________________________________________

Instructor E-mail ________________________________________________________________

Student Name (Last, First) ______________________________________________________

Student Signature ____________________________ Today's Date _________________________

This syllabus receipt form confirms the instructor has provided and reviewed the course syllabus with the student. The course syllabus indicates all course requirements including attendance and grading. The signed syllabus receipt verifies the student has received the course syllabus and it has been reviewed with the student by the course instructor.

MATC SYLLABUS RECEIPT FORM — INSTRUCTOR

Please print the requested information, sign and return to your instructor.

Subject ID __________ Course No. __________ Section No. __________ Day __________ Time __________

Instructor Name ________________________________________________________________

Student Name (Last, First) __________________________________ MATC Student ID No. __________

Student E-mail ________________________________________________________________

Student Mailing Address ____________________ City __________________ State _____ Zip __________

Preferred Telephone Number __________________ Alternate Phone Number __________________

I received the course syllabus from my instructor. The course instructor has reviewed and informed me of all course requirements including attendance and grading.

Student Signature ____________________________ Today’s Date _________________________
ACADEMIC AND FINANCIAL AID POLICIES — Academic and financial aid policies can be found in the MATC Student Handbook which is located on the MATC home page at matc.edu. From the My MATC header on the left side of the web page, click on “Student Handbook.”

STANDARDS FOR ACADEMIC SUCCESS (SAS) — MATC reviews your academic progress every semester by evaluating your grade point average and course completion rate. MATC’s SAS policy can be found in the MATC Student Handbook which is located on the MATC home page at matc.edu. From the My MATC header on the left side of the web page, click on “Student Handbook.”

STUDENT DROPPING OR CHANGING COURSES — The last day you may voluntarily withdraw from a course is two weeks before the last day of the class. For summer sessions and quarter sessions, the cutoff date for withdrawal is one week before the end of the session. In extenuating circumstances, the withdrawal cutoff date may be overridden with the approval of both the instructor and the associate dean. If you do not report for the final examination and you do not formally withdraw or arrange for an incomplete grade, you will be given a U grade for the course.

When you wish to withdraw from a course or change a course, you must complete a Course Change Form available in the office of the academic dean or the Registration and Records office. You are considered enrolled in courses until you officially withdraw. MATC’s refund policy is in compliance with the Uniform Refund Policy of the Wisconsin Technical College System. A refund schedule can be found in the MATC Student Handbook which is located on the MATC home page at matc.edu.

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act.

ATTENDANCE documentation (Instructor Completes This Side)
Instructors are required to document attendance as specified in the course syllabus.

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WITHDRAWAL OF STUDENTS
(Administrative Regulation and Procedure DD0710)
1. Fill out the Instructor Recommended Withdrawal form or complete the online form.
2. Indicate the reason for withdrawal.
3. If the reason for withdrawal is something other than “Never Attended,” record the student’s first and last date of attendance.
4. Submit the form to the Registration and Academic Records Office or submit the online form.

REINSTATING WITHDRAWN OF STUDENTS
(Administrative Regulation and Procedure DD0710)
1. Complete the first two lines of the Instructor Recommended Withdrawal form.
2. Write REINSTATE across the top of the form.
3. Sign the form and submit to Registration and Academic Records Office.

Provost Office