

MEMORANDUM

Date: _____

To: Kim M. Rotundo,
Interim Registrar

From: G. Jailan Zalmi,
Department Head

Re: Moving a student from one course to another within the department

Student Name: _____

NMU IN: _____

Has permission to move

from (MA/CS)_____ Call #: _____

to (MA/CS)_____ Call #: _____

for the following reason(s):

Does not meet the prerequisite _____

Recommendation by professor _____

Other (please explain):

Should you have any questions, please call.