

REQUEST TO DROP FOR EXCESSIVE ABSENCES

I request that _____ A# _____ be dropped from:
Name of Student *A Number*

Course Number, Title and Meeting Times

for absences in excess of stated limit (copy of course syllabus is attached). The dates of the absences were:

Please drop the student with: _____ an "F". _____ a "W".

Instructor: _____
Signature *Date*

Approved: _____
College Dean *Date*

Class Attendance Policy

Faculty are required to state, in writing, their expectations regarding class attendance in the syllabus. The instructor's policy on class attendance will be explained at the beginning of the semester or term. In accordance with the instructor's policy, the instructor has the right to penalize students who are out of compliance with the class attendance policy. Should an instructor have an attendance policy that allows for the dropping of a student after a certain number of absences, authorized/excuses absences will not be counted towards that number of absences. Any student dropped for excessive absences will receive either an "F" or a "W" depending upon the faculty member's discretion.

Office use only:

Action	Date
_____ Mailed Letter	_____
_____ Emailed Letter	_____
_____ Form Sent to University Registrar	_____