REQUEST TO DROP FOR EXCESSIVE ABSENCES

I request that ___________________________ A# ______________________ be dropped from:

Name of Student ______________________ A Number ______________________

Course Number, Title and Meeting Times ______________________

because of excessive absences. The dates of the absences were:


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

Student's Mailing address: ______________________ Student's Email: ______________________


Instructor: ______________________

Signature ______________________ Date ______________________

Approved: ______________________

Executive Vice President & Provost for Academic Affairs ______________________ Date ______________________

Class Attendance Policy
A student who is dropped from a course for excessive absences will be notified in writing by the Registrar after the drop has been approved by the Executive Vice President & Provost for Academic Affairs. Any student dropped for excessive absences will receive either an “F” or a “W” depending upon the faculty member’s discretion. (Please see the University Catalog for the entire policy.)

Office use only:

Action: ______________________ Date: ______________________

_____ Mailed Letter ______________________

_____ Emailed Letter ______________________

_____ Form Sent to Registrar ______________________