



## SRSU RIO GRANDE COLLEGE REQUEST TO DROP FOR EXCESSIVE ABSENCES

**Note:** This form should NOT be used before the census date; 12th class day fall and spring, 4th class day, summer. Report absences before the census date as "discrepancies" to the Office of Admissions and Records via an email. Faculty are asked to attempt to contact the student before initiating this process and notify Student Services.

I request that \_\_\_\_\_ be dropped from  
*Name of Student* *A Number*

Course: Prefix \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_

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

due to excessive absences. The dates of the absences were:

Please drop the student with: \_\_\_\_\_ "W" \_\_\_\_\_ "F"

The decision to issue either "W" or "F" is at the discretion of the faculty member. The grade of "F" should be used only if the student was clearly failing at the time the excessive absences were accumulated.

Instructor: \_\_\_\_\_  
Signature Date

Dept. Chair \_\_\_\_\_  
Signature Date

**Class Attendance Policy**

*A student who is dropped from a course for excessive absences will be notified via the student's SRSU email address by RGC Admissions and Records after the drop has been approved by the Dept. Chair. Any student dropped for excessive absences will receive either "W" or "F" depending upon the faculty member's decision. (Please see the University Catalog for the entire policy.)*

Admissions and Records use only:

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

Action	Date
_____ Mailed Letter	_____
_____ E-mailed Letter	_____
_____ Form Sent to Registrar	_____