

ATTENDANCE WITHDRAWAL

The university bulletin states the following in the academic regulations section:

“Instructors must clearly inform the student in writing of the attendance requirements for each course and the corresponding consequences of poor attendance.”

This form is to be used by the instructor to withdraw a student who has violated the attendance policy of a class prior to the official last day to withdraw from that class.

This form will be processed by the Office of Records and Registration only if received prior to the last day to withdraw from the course specified. Students who violate attendance policies after the last day to withdraw may not be withdrawn using this form and must be assigned an academic grade. Attendance Withdrawal forms received after the last day to withdraw will be returned to the instructor.

NAME _____ Student ID Number _____

Last First MI

Semester _____ Year _____

Call no. Subject Course Section Credits

- Student never attended
- Student attended one day only
- Student stopped attending on _____
Date of last attendance
- Student violated attendance policy on _____
Date of policy violation

Instructor's name

Instructor's signature

Date

Office of Records and Registration Use Only

Type of grade recorded _____

Date recorded _____

OR

Student withdrew on _____

Staff's signature