

Notice of Withdrawal from a Course due to Excessive Absences.

To the Registrar:

Date:

The following student has exceeded the permissible number of absences, and thus should be withdrawn from the following course:

Student Name:				Student ID#:		
Course # and Section:		Course Name:				
Instructor (Please print):						
Dates of absences:						
Current Grade in Course:			The Student has made up the work missed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Other comments or information pertinent to the withdrawal:						

To the Instructor: Please send one copy to the student and one copy to the Registrar's Office. A copy of this warning must be signed and sent to the Registrar's Office by the Instructor

Instructor's Signature

(The student has the right to appeal this withdrawal for the Academic Review Board. If a hearing is held, the Instructor's presence will be requested.)