

FACULTY REFERRAL ON ATTENDANCE BEFORE MID-TERM DROP DATE

Course No. _____ Title _____ Instructor _____

Check one:

- MWF 3 credit course – a W grade given after 5 unexcused absences
- TTh 3 credit course – a W grade given after 3 unexcused absences
- 4 credit course – a W grade given after 6 unexcused absences in lectures and/or labs
- 6 credit course – a W grade given after 10 unexcused absences in lectures and/or clinical
- MWF developmental English course – a W grade given after 5 unexcused absences
- MTWThF developmental English or math course – a W grade given after 8 unexcused absences

Name of Student(s)

Dates of unexcused absences

Instructor completes two forms: one for Registrar, one for student

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