

Request to Drop For Poor Attendance

A student who misses the equivalent of three full weeks (see guidelines below) may be dropped from the class.

- For classes meeting 2 days/week: 6 days
- For classes meeting 3 days/week or 5 days/week: 9 days
- For summer classes: Refer to the course policy

For coordinated courses, please refer to the course policy regarding attendance as outlined in the syllabus, or check with the course coordinator for further details.

Please complete the form below and submit to the Math Office. In addition, instructors should notify the student that he or she will be dropped from the course.

Request to Drop For Poor Attendance

Course #: MATH _____ Section #: _____ Reference #: _____

Course Title: _____

Instructor Name: _____ Date: _____

Student Name: _____ Student #: _____

Grade (circle one): W F Has student ever attended class? (circle one): Yes No

Date student last attended class: _____

To be completed by Math Office:

Date Sent: _____

Department Approval: _____