

Notice of Excessive Absence

To: Registrar

Date: _____

From: _____

Instructor Name, Please Print

The student identified below has been excessively absent from my course and has, to the best of my knowledge, terminated his/her interest in this course.

The last date of attendance was _____.

 Student Name

 Instructor Signature

 ID Number

 Department Class Section

Comments:

*****OFFICE USE ONLY*****

Credits before transaction		School Term	
Credits after transaction		Processed by	

Did not process notice of excessive absence due to:

<input type="checkbox"/> Student withdrew from course with an "W"	<input type="checkbox"/> Student not enrolled in any courses	<input type="checkbox"/> Student has "Q" already
<input type="checkbox"/> Instructor missed noea deadline	<input type="checkbox"/> Student not enrolled for this course	<input type="checkbox"/> Other