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: _________________________________________________