

**Undergraduate Policy Regarding Excessive Student Absences**

1. After the equivalent of three consecutive unexcused absences or five intermittent absences in a non-adult learning class, the instructor makes a concerted effort to contact the student to discuss the absence problem situation.
2. The instructor contacts the student’s advisor, and if these absence concerns have not been resolved or if the attendance continues to present a problem then consider step 3.
3. After the equivalent of six consecutive unexcused absences or ten intermittent absences, the instructor has the prerogative to withdraw the student from the class. If the instructor withdraws the student before the last day to drop a class without penalty (the end of the tenth week of classes for a full semester class) a grade of “W” will be given. After that time a grade of “WF” will be assigned.

Approved by Faculty October 11, 1993

Effective Semester 2, 1993-1994

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**Instructor Recommended Withdrawal**

Student Name: \_\_\_\_\_ ID #: F 0 0 \_\_\_\_\_

Semester/Year: \_\_\_\_\_ CRN: \_\_\_\_\_ SUBJ and CRSE: \_\_\_\_\_

Course Title: \_\_\_\_\_

Check One:

Never Attended

Infrequent Attendance: First Date Attended: \_\_\_/\_\_\_/\_\_\_

Last Date Attended: \_\_\_/\_\_\_/\_\_\_

Number of Classes Attended: \_\_\_\_\_

Other Reason for Withdrawal: \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Complete form and return to the Registrar’s Office (LU 109) or  
Email: [Registrar@cuw.edu](mailto:Registrar@cuw.edu)