

Instructor's Absence Report Form
College of Engineering

(Please Print, use pen)

Student's name: _____

MUID: _____

Student's College: _____

Average Grade at Date of Report _____

Advisor: _____

Instructor's Comment(s):

Warning:

This is to inform you that you are excessively absent from _____
(Course and Section #)

- Report to your instructor immediately to clarify your standing in this class.
- An additional absence may result in a College issued withdraw with a grade of "WA" (Withdraw due to absences). You will not be consulted or warned before the "WA" is assigned.
- If you intend to withdraw from the course with a grade of "W", report to your college office immediately.

Instructor's Signature: _____ Date: _____

WITHDRAW:

This is to inform you that you have been withdrawn from _____
because of excessive absences. (Course and Section #)

- Your final grade is "WA". You are no longer eligible to apply for a grade of "W".
- If you need to discuss the withdrawal, report to the Associate Dean's Office in the College of Engineering immediately.

Instructor's Signature: _____ Date: _____

Associate Dean's Signature: _____ Date: _____

Instructors should return this completed form to the Undergraduate Office.

Processed by: _____ Date: _____

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Distribution:

Office file

Student

Student's Advisor

Instructor