

# COLLEGE OF BUSINESS ADMINISTRATION INSTRUCTOR'S ABSENCE REPORT

Student's Name: \_\_\_\_\_ Student's College: \_\_\_\_\_  
Select Students College

Student's MU ID #: \_\_\_\_\_ Last Day of Attendance \_\_\_\_\_

Dates Absent: \_\_\_\_\_

Instructor's Comment(s):

## WARNING:

This is to inform you that you are excessively absent from \_\_\_\_\_  
Course and Section #

- Please contact your instructor immediately to clarify your standing in this course. If you fail to contact your instructor within 5 business days of this notification. It is assumed that the absences recorded above are correct.
- An additional absence may result in automatic withdrawal from the course with a grade of "WA".
- If you intend to withdraw from the course with a grade of "W" report to your college office immediately.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

## WITHDRAWAL :

This is to inform you that your instructor in \_\_\_\_\_  
Course and Section #

has recommended a grade of "WA" for this semester because of excessive absences. This grade will be officially recorded after 5 business days if you take no action.

To appeal this "WA" grade, contact the Executive Associate Dean of the College of Business Administration in writing within 5 business days of this notification. Please note that an appeal will not necessarily change the grade. During the appeal process the student is eligible to remain in the course.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY:

Processed by: \_\_\_\_\_  
College of Business Administration Representative

Date: \_\_\_\_\_