

# ADMINISTRATIVE PROCEDURE No.3117

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## Withdrawal for Students for Absences

Date Adopted: 21 May 2009

Date Revised:

Date Reviewed: 24 March 2014

Reference:

The procedure for withdrawing a student for excessive absences is as follows:

1. The instructor must have a mandatory attendance policy stated on the course syllabus. The syllabus must be given to the students on the first day of class and the student informed of the attendance policy.
2. If the student exceeds the allowed number of absences, the instructor obtains a withdrawal card (for instructor use) from the Admissions and Records Office.
3. The instructor completes the card and provides copies to the student and the Admissions and Records Office and keeps one for the instructor file.
4. A grade of "W" will be recorded on official transcript for withdrawals from a course after the add/drop period through the tenth week of instruction.
5. A semester grade of "F" will be given for withdrawals from a course after the tenth week of instruction.