ABSENCE DROP NOTICE

To: _____________________________________    Date _______________
    (Student)

From: ___________________________________    Course ID ________________
    (Instructor)
    Course Name _____________________

Last Date Attended _____________
Number of Absences _____________
Dates of Absences (MM/DD) ____________________________________________

Ohio Valley University’s class attendance policy states that attendance at 75 percent of the scheduled class sessions is required to receive credit for a given course; in other words, if a student misses more than 25 percent of the class sessions, including both excused and unexcused absences, the student will be dropped from the course and will fail the course.

You have been dropped from the above course due to excessive absences in accordance with the OVU catalog and/or the course syllabus. YOU NOW HAVE AN “FIW” IN THIS COURSE.

See your instructor immediately concerning your future enrollment status in this course.

Registrar’s Office
Instructors: Please fill out this form and give it to the registrar’s office personally.

Verification:  ☐ Student has missed 25% or more of the classes required to complete this course.
☐ Student has not completed a drop slip for the course.  Initials _____

CC:  _____ Vice President of Academic Affairs
     _____ Student
     _____ Business Office
     _____ Registrar’s Office
     _____ Student’s Advisor
     _____ Instructor
     _____ Financial Aid Office
     _____ Athletic Director