

10/29/2015



ABSENCE DROP NOTICE

To: _____ Date _____
(Student)

From: _____ Course ID _____
(Instructor)

Course Name _____

Last Date Attended _____

Number of Absences _____

Dates of Absences (MM/DD) _____

Regular class attendance is most important. Ohio Valley University's class attendance policy states that students are responsible for knowing the attendance policy for each course and clearing unexcused absences with the instructor. Although students involved in OVU activities may need to be excused from a class session, it is the student's responsibility to request the absence from the instructor and to discuss how the absence may affect the student's ability to meet course requirements.

A student who stops attending class for three consecutive weeks without a justifiable reason will be dropped from the course and given a grade of FIW.

You have been dropped from the above course due to excessive absences in accordance with the OVU catalog and/ or course syllabus. Please see your instructor to discuss whether you can continue in the course.

The consequences of being dropped due to excessive absences are based on several factors, including the instructor's course policies, OVU policies, the type of course, and when in the semester the student is dropped. In some cases, a student dropped from a course will receive a grade of *W*; in other cases, a student dropped from a course will receive a grade of *FIW* – Failure due to Improper Withdrawal. To see whether you have been assigned a grade of *W* or a grade of *FIW*, please check your unofficial transcript using your MyLink account. Any student dropped after the 12th week of the semester will receive a grade of *FIW*. If a student is dropped from two or more courses in a semester, the student's academic standing could be affected. For specific policies, please see the Academic Policies section of the OVU catalog.