



Faculty Requested Drop

This form is to be used by faculty to drop students who miss their required attendance at the start of the semester. This form should be submitted to Admissions & Records no later than 2 days after the end of Add/Drop.

Term:

Course (ex. MATH165)

Section:

Class Number (ex. 4123)

Instructor Name (please print):

Instructor Signature: _____ Date _____

Students to drop (please print)

Student Last Name	First Name	Student ID

For A&R use only

Processed by: _____ Date _____