

DELTA STATE UNIVERSITY
EXCESSIVE ABSENCE REPORT

Faculty Member: _____

Date _____

Address: _____

According to the attendance policy established by the faculty member listed above and printed in the syllabus provided to each student, the maximum number of absences allowed has been exceeded by the following students. Each student listed below should be notified that he/she has cut out of the class listed. As a result, the student will receive a recorded grade of "F" for the course.

Student's Name Last, First	Identification Number	Course CRN #	Course Number & Section Number	Maximum # of Absences Allowed	Actual # of Absences	Last date of recorded attendance or academic activity

***Send this completed form to the Vice President for Academic Affairs, Kent Wyatt Hall 228, Campus

Revised 06/18/04