



**REQUEST TO ASSIGN GRADE OF
"FE" FOR EXCESSIVE ABSENCES**

Student ID Number	Date
T _ _ _ _ _	

Name Enrolled Under (Last, First, Middle, Other)

Registration Term: Spring Summer Fall 20 _____

CRN	Course Prefix	Course Number	Sec No.

The student received a warning that an additional absence(s) would result in being dropped with an FE. The warning was sent to the student on _____. The student had missed _____ classes out of _____ total classes when the warning was sent. The student was absent on _____ after having received the warning.

(Allow at least two days after sending the warning to ensure that the student had a reasonable chance to receive the warning and make arrangements to attend.)

Date of Last Attendance: _____

The student was notified in writing that additional absence would result in this penalty. I am requesting assignment of the grade of "FE" for excessive absences.

Instructor's Signature: _____

Department Head's Signature: _____

Fax or email completed form to the Registrar's Office at: (479) 968-0683 or registrar@atu.edu

Date Processed in the Registrar's Office