

RHODE ISLAND SCHOOL OF DESIGN
OFFICE OF THE REGISTRAR

Faculty Request for Removing a Student from Class for Unexcused Absence

INSTRUCTIONS:

This form is to be used only by class instructors. Instructors may remove a student from class due to unexcused absence, **whenever the student is**

- absent from the **first class** meeting, *or*
- absent from **2 or more class** meetings at any time during the semester

If any of these students are freshmen, please email their name to Joanne Stryker, Dean of Foundation Studies, at jstryker@risd.edu. Joanne will contact the student for proper advising, as freshmen are not supposed to drop classes without consultation with the dean.

The date on which the Registrar's Office receives this request determines whether the student is given a class drop, a grade of "W" or a grade of "F". Check the Academic Calendar for specific dates for a term.

- class drop:** Form received during the add/drop period
 - grade of W:** Form received after the add/drop period but during the withdrawal period
 - grade of F:** Form received after the withdrawal period
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To the Registrar:

Please remove the student(s) listed below from my Class Roster due to unexcused absence(s).

This action is for *Semester:* _____ *Year* _____

STUDENT NAME	SUBJECT AND COURSE #	ENTER DATE(S) OF UNEXCUSED ABSENCE (S)	
		1st class meeting	2 or more absences

Signature of instructor and date

For office use only:
Date received by registrar: _____