MEMORANDUM

TO: ALL FACULTY

FROM: Regina Burden, Assistant Vice President for Student Affairs

SUBJECT: STUDENT CLASS ABSENCE REFERRAL FORM
(In Addition to Reporting in Banner)

To enable better communication in regard to class attendance, we ask that students be warned about the importance of class attendance and make every effort to assure good attendance.

When the faculty member determines that absences are excessive for his/her particular class or the student has never attended the class, he/she should complete the lower portion of this form. Please refer to the Motlow Catalog regarding Attendance Regulations.

To Report Class Absences – Complete the form below and return to the Office of Student Affairs via campus mail or email the form to stippet@mscc.edu or rburden@mscc.edu. The student will be informed to contact their instructor(s) immediately or initiate the class drop or withdrawal.

MOTLOW STATE COMMUNITY COLLEGE

TO: OFFICE OF STUDENT AFFAIRS

Dept. 130

DATE: ________________

FROM (Instructor): __________________________________________________________________________

STUDENT’S NAME: ______________________ A# or SSN: ____________________

COURSE NAME: _______________________________ CRN: ______________

NATURE OF PROBLEM: _______________________________________________________________________

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MSCC Form 1228
08/10