Students who never attended a class or stopped attending a class may be given the following grades at any time during the semester:

WN  Never attended the class
F   Stopped attending and was failing the course

A grade of “F” may be given if a student has five or more unexcused absences for MWF classes, four or more unexcused absences for TR classes, and two or more unexcused absences for classes that meet for three hours one time a week (Monday – Saturday).

Name of Student ______________________________________________________________________________

CWID _____________________  Course/Number/Section _______________________ Grade _________

Term _____________________  Last Date of Attendance _______________________

_______________________________________________ _________________________________________
Course Instructor       Date

_______________________________________________ _________________________________________
Academic Dean of Course       Date