



Class Absence Warning Notice / Drop Form

Instructions:

1. Complete form using fillable fields and save.
2. Email to student as attachment and copy the Office of the Registrar

registrar@presby.edu

Student Name:

PC ID:

Term:

Instructor:

CRN:

Subject:

Course #:

Section:

WARNING NOTICE (explanation for warning)

DROP FROM CLASS WITH GRADE OF "FA" (dates are required)

- Effective date of drop:
- Last date of attendance:

Registrar, please assign a grade of "FA" to the student listed above.

Instructor Signature:

Date:

Registrar's Office will process "FA" request.

Notification will be sent from the Registrar's Office to advisor and other offices as appropriate.

(Provost Office, Financial Aid Office, NCAA Compliance Officer, Academic Advising Office)