

Student Absence from Class Report

OSU Student ID or Name.#

Date
MMDDYY

Term/Year

College of Enrollment

Last Name

First Name

Middle or Maiden Name

Department	Course No.	Class Number (4 or 5 digits)	Dates of Absences

- ☐ I am requesting that the dean of the student's college of enrollment take further action (Faculty Rule 3335-9-21).
- ☐ The student has not attended by the 3rd instructional day of the semester, summer term, or session, the 1st Friday of the semester, summer term, or session, or the student's 2nd scheduled class meeting. of the course (whichever occurred first) AND has not informed me of their intent to attend. I am hereby recommending disenrollment from the course (Faculty Rule 3335-8-33(A)(1)). NOTE: This does not apply to students who have not officially added the course until the 3rd day of classes or later.

Instructor's Signature

Office Address

Office Phone

Instructor OSU ID (name.#)

**COLLEGE
USE
ONLY**

Date of Notice to Student: _____

Date of Notice to Instructor: _____

Explanation of Absence: _____