



VCU

Strategic Enrollment Management
and Student Success

Office of the University Registrar
Grace E. Harris Hall
1015 Floyd Ave., 1st Floor
P.O. Box 842520
Richmond, VA 23284-2520
[Registrar website: https://registrar.vcu.edu](https://registrar.vcu.edu)

Attendance Withdrawal

The university bulletin states the following in the academic regulations section: **“Instructors must clearly inform the student in writing of the attendance requirements for each course and the corresponding consequences of poor attendance.”**

This form is to be used by the instructor to withdraw a student who has violated the attendance policy of a class prior to the official last day to withdraw from that class. This form will be processed by the Office of the University Registrar only if received prior to the last day to withdraw from the course specified. Students who violate attendance policies after the last day to withdraw may not be withdrawn using this form and must be assigned an academic grade. Attendance Withdrawal forms received after the last day to withdraw will be returned to the instructor.

Name (First, Last, MI): _____
Student ID Number: _____
Semester: _____
Year: _____
Call Number: _____
Subject: _____
Course: _____
Section: _____
Credits: _____

Attendance Status

- Student never attended
- Student attended one day only
- Student stopped attending on:
Date of last attendance: _____
- Student violated attendance policy on:
Date of policy violation: _____

Instructor Information

Instructor's Name: _____

Instructor's Signature: _____

Date: _____

Office of the University Registrar Use Only

Type of grade recorded: _____

Date recorded: _____

(OR) Student withdrew on: _____

Staff signature: _____