

Dallas Baptist University

Music Program  
Excessive Absences

Course Title \_\_\_\_\_

Course No. \_\_\_\_\_

Number of Absences \_\_\_\_\_

Warning \_\_\_\_\_

\_\_\_\_\_ has accumulated excessive absences in the course noted above.

When a student has accumulated half of the number of absences allowed in a course, he/she will receive a warning of excessive absence. When the absences exceed 25% of the total class time for the semester prior to the withdrawal date the student may withdraw from the course. **It is the student's responsibility to initiate the withdrawal process; otherwise, the student will receive an F in the course.** The professor may state the number of absences allowed in his/her syllabi to clarify this for the student.

\_\_\_\_\_  
**INSTRUCTOR:**

\_\_\_\_\_  
**DATE:**

cc: Wes Moore, Dean of College of Fine Arts  
Registrar's Office  
Student's File  
Student: \_\_\_\_\_  
Professor: \_\_\_\_\_