



Virginia Military Institute

TO: Cadet _____

SUBJECT: Cadet Notification of Excessive Absences

DATE: _____

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*Accumulated absences amounting to more than 30% of the total number of class meetings and/or laboratory meetings may require an administrative withdrawal from the course. You are hereby notified that you have accumulated **20%** or more absences in the following course and that you will be subject to administrative withdrawal if you exceed 30% absences:*

Course Number: _____ Term: _____

Course Name: _____

NOTE:

An accounting of class absences can be reviewed by appointment with the instructor of record.

Instructor Signature: _____ Date: _____

Cadet Signature: _____ Date: _____

NOTE TO CADET:

Failure to maintain a minimum full-time load of at least 12 hours in any semester will result in an administrative withdrawal from the Institution. Cadets will be notified by the Registrar's Office if they fail to maintain a full-time load.

INSTRUCTIONS:

- Cadet Notification of Excessive Absences Form is completed by instructor and sent to the cadet box as formal notification of status.
- The cadet should sign the form and return it to the instructor.
- The instructor should retain a copy of the form, signed by the cadet.
- A copy of the signed form will be sent to the cadet's adviser.
- Should the cadet exceed the 30% absence rule, the instructor will complete the Administrative Report of Excessive Absences and obtain the signature of the Department Head that governs the course.
- The Administrative Report of Excessive Absences is then sent, with a copy of the Cadet Notification of Excessive Absences to the Dean for review of the administrative withdrawal.
- All forms will then be returned to the Registrar's Office for processing and notification.