

**BEAUFORT COUNTY COMMUNITY COLLEGE
STUDENT DROP REPORT**

TO: _____

FROM: _____

DATE: _____

RE: Excessive Absence/Dropped From Course

Mr./Ms. , _____, you have accumulated

_____ absences in _____
Number/Section and Title of Class

which exceeds the allowable number of absences for this course.

Last date of attendance/participation _____

In accordance with the Attendance Policy detailed in the BCCC College Catalog, you are being dropped from this course for excessive absences.

You must formally withdraw with the Registrar's Office from this course by the last day to drop without penalty for the semester, _____. Failure to formally withdraw will result in a grade of "F" for this course. A withdrawal form is enclosed for your convenience. Should you have any questions regarding BCCC's excessive absence/drop policy, please contact Crystal Ange, Dean of Student Services, at 252-940-6216.

Instructor's Signature

Date