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YELLOW CARD

Policy per College Catalog:

Individual faculty members decide the manner and extent to which absences alone will affect a student’s grade. Each faculty member is expected to outline the policy in writing in their syllabus to each class at the beginning of the semester. This may extend to dismissal from the course (using a yellow card from the Office of Records) with a grade of F for reasons solely of absence.

Absences are excusable only by the individual faculty member, but an excused absence does not excuse the student from being responsible for the course work. Explanation for a student’s absence provided by a parent, medical doctor, or a member of the faculty or administration may be helpful to the faculty member, but such explanations are not in themselves excuses. This is particularly important in the case of absences involving missed examinations, late assignments, laboratory sessions, and similar scheduled commitments.

Instructions for Using the Card:

The faculty member has the responsibility to obtain all signatures listed on this card prior to turning it into the Office of Records for processing.

Effective _____ date because of excessive absences, student _____ has been dropped by the instructor from _____ course during _____ term. The student’s grade is to be a “F.”

Signature of Course Instructor: _____

Signature of Student’s Advisor: _____

Signature of Assistant Dean for Academic Advising: _____

***Signature of Registrar:** _____

*Upon receipt, the Registrar will notify the student via email of the processing of the yellow card.