



Office of the Registrar

ADMINISTRATIVE COURSE WITHDRAWAL FORM

Student Name

Student ID #

Faculty/Staff Initiating withdraw

Last Student Contact:

Date Method (telephone, email, etc.) Student Agreed to Withdraw (Y/N) Athletic Eligibility discussed Financial Aid Eligibility discussed

Course Information:

Subject Number CRN#

Term (check one):

Full Summer Summer 1 Summer 2 Full Fall Fall 1 Fall 2 Full Spring Spring 1 Spring 2

Reason for administrative withdraw, rather than the student withdrawing, or receiving the grade earned (e.g. 1st week classes, cannot send into field experience).

Three horizontal lines for text entry.

Faculty/Staff Signature Date

Catalog Attendance Policy

Attendance at class sessions is expected of students. The instructor is responsible for informing the class in writing at the beginning of each course about the class attendance policy and the steps to be used to implement this policy. Indifference to class attendance may result in the student being withdrawn from the class.