# Administrative Course Withdrawal Form

**Student Name**

**Student ID #**

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**Faculty/Staff Initiating Withdrawal**

**Last Student Contact:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Method (telephone, email, etc.)</th>
<th>Student Agreed to Withdraw (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Athletic Eligibility discussed</th>
<th>Financial Aid Eligibility discussed</th>
</tr>
</thead>
</table>

**Course Information:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number</th>
<th>CRN#</th>
</tr>
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<tbody>
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</tbody>
</table>

**Term (check one):**

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

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

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**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 **Indifference to class attendance may result in the student being withdrawn from the class.**