Instructor Initiated Withdrawal

INSTRUCTOR INITIATED WITHDRAWAL OF STUDENT

To: Office of Registration and Records   **Date:** _____

REGARDING STUDENT [   ]   [   ]
                                                      Student ID No.

FROM INSTRUCTOR [   ]

COURSE PREFIX	COURSE NO.	SECTION	CREDIT HRS.

Please be advised that the student named above has the following attendance problem:

☐   Student **HAS NEVER** attended

☐   Has attended but is **no longer attending**
     Student's Last date of Attendance _____
                              (Date Required)

Students are responsible for initiating the withdrawal request.

However students who never attend, or ceast to attend, any class in which enrolled may be administratively withdrawn upon recommendation of the instructor. A student may be withdrawn from class by administrative action as a result of, but not limited to, attendance and conduct. Students will be notified by the Registrar and may be reinstated with approval of the instructor.

When are you filling this out:

☐   Before Midterm

☐   At Midterm

☐   After Midterm
     Please provide a short explanation below of why you are withdrawing student after midterm.

Records Office Use Only
☐ Dropped _____
Date & Initials
☐ Withdrawn _____
Date & Initials
☐ Student Notified By E-mail

INSTRUCTOR SIGNATURE_____

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