ADMINISTRATIVE WITHDRAWAL FORM

Term:_____

_____ _____ is being administratively withdrawn from
Last Name *First Name* *Student ID #*

_____ / _____ / _____ / _____for the following reason(s) (select all that apply):
CRN *SUBJECT* *COURSE #* *SECTION*

☐ Student has exceeded the maximum number of absences for the course.*

☐ Student never attended

☐ Other: _____

Comments: _____

_____

The student's last recorded date of attendance was: _____
(Required information for withdrawal)

_____ _____
Instructor's Signature *Date*

**The syllabus for this course specifies attendance as an expectation or factor in grading*

Revised 2/2021