

Administrative Withdrawal Form

Term: _____

_____ is being administratively withdrawn from
(Student Name) (Student ID #)

_____ for the following reason (*please select all that apply*):
(CRN, Subj., Course #, & Section)

- Student has been absent for the last two consecutive weeks without notification or excused absences.*
- Student has exceeded maximum number of absences for the course.*
- 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.