

# Administrative Withdrawal

## *Administrative Withdrawal Policy*

A faculty member may recommend to the Vice President for Academic Affairs an administrative withdrawal when a student has failed to attend two (2) or more sequential weeks of classes for which the student is registered.

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Date: \_\_\_\_\_

The Office of Academic Affairs is authorizing the administrative withdrawal of:

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Term: \_\_\_\_\_

Course: \_\_\_\_\_ Course #: \_\_\_\_\_

Instructor: \_\_\_\_\_ Effective date: \_\_\_\_\_

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Please check all that apply:

- \_\_\_\_\_ Please WITHDRAW the above student from the specified course
- \_\_\_\_\_ I communicated this decision verbally with and/or in writing to the student
- \_\_\_\_\_ I sent the student an Academic Alert
- \_\_\_\_\_ Please replace the present grade of "F" with a "W." The student will receive notification of this change from the Office of the Registrar

\_\_\_\_\_  
Course Instructor

\_\_\_\_\_  
Vice President for Academic Affairs

cc: \_\_\_\_\_ Academic Advising \_\_\_\_\_ Registrar \_\_\_\_\_ Instructor \_\_\_\_\_ Dean's Office \_\_\_\_\_ F/A

