



# Calumet College of St. Joseph Administrative Withdrawal Form



### Administrative Withdrawal Policy:

An instructor may initiate the withdrawal process due to a student's request as a result of an illness, accident, grievous personal loss, or other circumstances beyond the student's control.

**Student Name:**

**ID #:**

**Date:**

**Term:**

**Course Number:**

**Course Name:**

**Instructor:**

This is an administrative withdrawal by the instructor:

The student notified me of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control and the student requested to be withdrawn.

\_\_\_\_\_ date student ceased attendance because of the circumstance

\*Note: If the student has not notified you of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control, an administrative withdrawal form should not be submitted. Instead a grade of FW should be submitted by the instructor at the end of the term

**Course Instructor Signature:** \_\_\_\_\_

**Vice President for Academic Affairs Signature:** \_\_\_\_\_

CC:

Academic Advising \_\_\_\_\_

Registrar \_\_\_\_\_

Instructor \_\_\_\_\_

Dean's Office \_\_\_\_\_

Financial Aid \_\_\_\_\_