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**ADMINISTRATIVE WITHDRAWAL FORM**

(This form is for reporting students who have missed a minimum of 25% of attendance in their class or classes.) Please send completed form to the Admissions Office.

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Name Student ID # (EMPLID #)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City State Zip Code

|  |  |  |  |
| --- | --- | --- | --- |
| Class # | Course Title | Credits | Last Date of Attendance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Students withdrawn before the 60% point in each course will be issued a “W”. After that point, a student will be issued an “F”.**

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Instructor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

***Form Effective Fall 2005***