

# 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\_\_\_\_\_ is being administratively withdrawn from  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.