

# ADMINISTRATIVE WITHDRAWAL FORM

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

\_\_\_\_\_ is being administratively withdrawn from  
Last Name First Name Student ID #

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ for the following reason(s) (select all that apply):  
CRN SUBJECT COURSE # SECTION

- Student has been absent for the last two consecutive weeks without notification or excused absences.\*
- Student has exceeded the maximum number of absences for the course.\*
- Student never attended
- 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