



**GLENVILLE**  
**STATE COLLEGE**

**RECOMMENDATION FOR  
ADMINISTRATIVE  
WITHDRAWAL**  
(RO-10-15)

FROM: \_\_\_\_\_  
Instructor's Name Semester/Year

**I am requesting the following student(s) receive a final grade of FIW/FI#/NC for the class(es) indicated below for reasons of excessive absences, disruptive behavior or repeated failure to follow instructions:**

CRN	SUBJ-CRS	Student ID#	Student Name	Last Date of Attendance or Reason

**A final grade of FIW, FI#, or NC will be entered for the class and the student will be notified to withdraw from the course. If the student does not withdraw by the deadline, the FIW, FI# or NC will stand.**

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action by Chairperson \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT TO REGISTRAR'S OFFICE**