



**RECOMMENDATION FOR
ADMINISTRATIVE
WITHDRAWAL**

(RO-03/22)

FROM:

Instructor's Name _____

Semester/Year _____

I am requesting the following student(s) be withdrawn from the class indicated below for reasons of excessive absences or non-participation. If processed prior to the last day to withdraw from a class with a W, the student will be withdrawn from the class and receive a final grade of "W". If processed afterwards, the student will receive a final grade of "FIW".

CRN	SUBJ-CRS	Student ID#	Student Name	LDOA and # of Absences

Contacted Student _____ (dates) ASC _____ (dates) Result: _____

CRN	SUBJ-CRS	Student ID#	Student Name	LDOA and # of Absences

Contacted Student _____ (dates) ASC _____ (dates) Result: _____

CRN	SUBJ-CRS	Student ID#	Student Name	LDOA and # of Absences

Contacted Student _____ (dates) ASC _____ (dates) Result: _____

Instructor Signature: _____ Date: _____

VP for Academic Affairs or Designee: _____ Date: _____

Submit to the Registrar's Office for Processing.