



**RECOMMENDATION FOR
ADMINISTRATIVE WITHDRAWAL FROM A COURSE**
(RO-12/25)

FROM:

Instructor's Name

Semester/Year

I am requesting the following student(s) be withdrawn from the course(s) indicated below for reasons of excessive absences or non-participation. If processed prior to the deadline to withdraw from the course with a "W", the student will be withdrawn from the course and receive a final grade of "W". If processed after the deadline, the student will not be withdrawn and will receive a final grade of "FIW". The failing grade will be calculated into the student's GPA.

CRN	SUBJ-CRS	Student ID#	Student Name	Last date of attendance & number of absences

Contacted student _____ date(s) must be noted
Contacted PSC _____ date(s) must be noted

☐ Graduate student (check if applicable)

Additional Information: _____

CRN	SUBJ-CRS	Student ID#	Student Name	Last date of attendance & number of absences

Contacted student _____ date(s) must be noted
Contacted PSC _____ date(s) must be noted

☐ Graduate student (check if applicable)

Additional Information: _____

CRN	SUBJ-CRS	Student ID#	Student Name	Last date of attendance & number of absences

Contacted student _____ date(s) must be noted
Contacted PSC _____ date(s) must be noted

☐ Graduate student (check if applicable)

Additional Information: _____

Instructor Signature: _____ Date: _____
Please submit to the Registrar's Office for initial review. The Registrar's Office will forward to the Provost for signature.

Provost: _____ Date: _____