FACULTY INITIATED WITHDRAWAL

The following must be completed.
Student Services is authorized to withdraw the above student from my class for this reason:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Note: Faculty initiated transactions are to be completed and submitted to Student Services by the published deadlines.

________________________________________________________________________

Faculty Name (please print)

________________________________________________________________________

Faculty Signature

________________________________________________________________________

Date

CLASS ATTENDANCE POLICY
A faculty member may initiate a drop/withdrawal for students who fail to meet individual course attendance requirements. However, the faculty member is under no obligation to do so. At the beginning of the semester, faculty may begin to drop students who fail to attend class by the 7th calendar day of the semester.

Faculty-initiated drop/withdrawal is permitted through week 12 of the semester for semester-length courses (15 weeks). For courses other than semester length, the faculty option to drop/withdraw a student for non-attendance is prorated according to the length of the course.

An Instructor withdraw may be initiated for those students who enroll without prerequisites or instructor permission.

Please return completed form to Student Services/Admissions & Records.