RECOMMENDATION FOR ADMINISTRATIVE WITHDRAWAL FROM A COURSE

(RO-02/24)

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I am requesting the following student(s) be withdrawn from the course(s) indicated below for reasons of excessive absences or non-participation. If processed prior to the deadline to withdraw from the course with a "W", the student will be withdrawn from the course and receive a final grade of "W". If processed after the deadline, the student will not be withdrawn and will receive a final grade of "FIW".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

☐ Contacted ASC _____

☐

☐