



## Administrative Withdrawal

Administrative Withdrawal Policy:

*At midterm, faculty members may file midterm grade reports of 'W' with the Office of the Registrar for students who have never attended class or who have not attended for a significant period of time. In such instances, the Office of the Registrar will notify the student who has received a midterm grade of 'W.' Unless students assigned a 'W' at midterm contest the action within a designated period of time, the 'W' shall be recorded on the transcript by the Registrar.*

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

CRSE ID/NAME: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

Reason for administrative withdrawal:

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DO NOT WRITE BELOW THIS LINE - STUDENT USE ONLY