



Professor Initiated Withdrawal Form

Used for professor initiated withdrawals in cases where the student never attends the course, or when attendance is so sporadic as to preclude successful completion. Awarded at the discretion of the teaching faculty member. Complete Student ID Section, Course ID Section, sign and return to Registrar's Office

Course Identification Section

CRN	Course Name and Number	Section Number	Term

Student Identification Section (Use the white space below or the back for additional names)

Student Name	Student ID	Date of Last Attendance

Date	
Issuing Professor Signature	Issuing Professor Printed Name

Professor Initiated Withdrawals

A professor may, at his or her discretion, withdraw a student from a class or classes if the student has not attended, or has attended so sporadically that it is unlikely that the student will be successful in the course. Professor initiated withdrawals do not require consultation with the student. In the event that a professor initiates a withdrawal for a student, the registrar's office will notify the student via email of the withdrawal and will issue the grade of W (provided the mid-point of the term has not passed).

Note: Professors should **only initiate withdrawals until the mid-point of the term** (date published in the bulletin).

Note: Federal financial aid regulations require that students who accept financial aid must attend class. Since professors have no consistent way of knowing who is receiving aid and who is not, you are **strongly encouraged** to withdraw any student who is not attending classes (at the point in the term where you feel it is no longer possible for the student to be successfully integrated into the class).

Your signature on the Professor Initiated Withdrawal form indicates that you approve of the student being withdrawn from your class and receiving a grade of W.

Do not use this form to withdraw students who are attending regularly but have performed anemically.

Instructions for completion of the form:

- Complete the course identification section.
- Enter the names of all students you wish to have withdrawn.
- Enter the students' ID if known. (Leave blank if not known.)
- Enter the date the students' last attended your class (enter none if the student never attended).
- Enter the term.
- Enter the date.
- Sign the form and fill in at least your last name (sometimes signatures are not legible).
- Send the form to the office of the registrar.