



INSTRUCTOR WITHDRAWAL FORM

An Instructor may request that a student be withdrawn from a course if the student fails to attend the first 2 class sessions following the end of late registration; fails to be punctual for 25% of the class sessions or fails to attend at least 75% of the class sessions by the end of week 7 of the regular semester/week 4 of the summer session. The Instructor must notify the student of the intent to submit an ***Instructor Withdrawal Form*** and must submit the completed form along with a copy of the Class Register to the relevant Academic Dean through the Academic Unit Head responsible for the course **at least 1 week prior to the official date for withdrawal without academic penalty**. The Form must be approved by the Academic Dean and forwarded to the Office of the Registrar.

Name of Student: _____
Please print

Student ID #: _____

Course Title: _____

Course Abbreviation/Number: _____ Course Section: _____

Number of Credits: _____ Semester/Session: _____ Year: _____

Course Meeting Time: _____ Days: _____

Reason for Withdrawal (Tick 1 and attach class register as documentation):

- failure to attend the first two class sessions following the end of the late registration period.
- failure to be punctual for 25% of the class sessions by the end of week 7 of the regular semester/the end of week 4 of the regular session with comparable time frames for longer summer session.

Number of Class Sessions to Date: _____ No. of Times Punctual: _____

- failure to attend at least 75% percent of the class sessions by the end of week 7 of the regular semester/the end of week 4 of the regular session with comparable time frames for longer summer session.

Last Date of Attendance: _____ No. of Absences: _____

 Name/Signature of Course Instructor

 Date

 Name/Signature of Academic Unit Head

 Date

 Name/Signature of Academic Dean

 Date

OFFICE OF THE REGISTRAR

Date Received: _____ Date Processed: _____

Signature, Office of The Registrar: _____ Date: _____