

The instructional supervisor, upon recommendation of the instructor, is authorized to withdraw a student from a class for excessive absence. (College Policy VIII-140-2, March 1979) Instructors are not required to submit a Faculty Withdrawal Form for a student with excessive absences. The instructor may allow the student to continue in enrollment and award a failing grade.

Excessive absence is defined as, "absence sufficient in the judgement of the instructor to impair or damage the student's ability to achieve the objectives of the course."

Instructors may only withdraw a student for excessive absence on or before the class withdrawal date.

It is in the student's best interest to drop themselves from the class before the withdraw date because then a "W" is recorded on their transcript which does not count toward their attempted hours. The instructor is encouraged to make every attempt to contact the student to advise them of this.

Students withdrawn by the instructor will be awarded a grade of "AW", Administrative Withdrawal. This is recorded on the student's transcript and is calculated in attempted hours.

Instructor Name _____

Student Name _____ Student ID# _____

Course Department Code and Number (e.g. BIO 110 SV01) _____

Synonym (e.g.73219) _____

Year/Semester (20/FA) _____ Withdraw Date _____

Student's last date of attendance _____

Comments/Explanation _____

Instructor Signature _____ **Date** _____

Instructional Supervisor Signature _____ **Date** _____

OFFICE USE ONLY

Processed by: _____ Date _____
Colleague _____ Etrieve _____