



Instructor Initiated Withdrawal

This form is to be used to withdraw a student from a class under one of the following conditions:

1. The student has never attended, or
2. The student has ceased attending (as evidenced by three or more consecutive absences) without prior arrangements with you, the instructor.

It is expected, of course, that you will have attempted to contact the student several times before implementing an **Early Alert** to the Student Advisement Center, both of which activities should have taken place before you complete this form on a student so that there is evidence that we (the College) tried to intervene in the withdrawal of the student.

We urge you to begin the contact process as early in the academic term as you find a problem in attendance. Note: You are not required to use this privilege; it is strictly optional. **Your deadlines:** End of the 10th week in a fall or spring term; end of the 6th week in a summer session.

Instructions:

Provide the following information, using one form per class/course section. For example, if a student is enrolled in a lab science course with a separate lab section, you must use two separate forms, one for each course/section.

Student Name

Student ID

Subject/Course Number

Term/Year

CRN

Certification by Instructor: I hereby certify that my attendance records show that the student listed above has either (check one) [] never attended this class or [] has stopped attending and has not been in attendance for at least three consecutive scheduled class sessions and, in connection with these absences, has not communicated with me concerning any special treatment because of an emergency.

Date of last attendance

Instructor Signature

Date