

# Memorandum

**To:** Marilyn Levine, Dean  
College of Arts & Sciences

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Re:** ADMINISTRATIVE WITHDRAWAL:

I am requesting that the following student(s) be administratively withdrawn from the course(s) listed below for \_\_\_\_\_ term:

Course Ref. #	Course Title	Student Name	Student ID or SS#

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Signature of College Dean

**POLICY:** An instructor may cancel the course registration of a student where there is justification for such action. Students who have not attended class by the third full class hour of the term and who have not made appropriate arrangements in advance with the instructor may be administratively withdrawn from that class.

**PROCESS:** The approval of the college dean is necessary for an Administrative Withdrawal. To withdraw a student, the Registrar's Office will be notified in writing [this signed form]. The Registrar's Office will then mail a notification of the Administrative Withdrawal action to the student's local address. Students may appeal Administrative Withdrawal to the Academic Standards Committee. Once an appeal has been filed, the student may attend class.

**TIMEFRAME:** The time frame for the Administrative Withdrawal will be the same as for the drop period [end of 5<sup>th</sup> week of term].