



# Faculty Initiated Withdrawal Form

Faculty may drop a student from a course for failure to attend class or meet course entrance requirements. Forms must be completed and submitted to the Registrar's Office by the "Last date to Register/Add or Drop Without a W". Date varies by session, see the Academic Calendar for details - 5th day of class for Regular Session courses.

## Student Information

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Student ID	First Name	Middle Name	Last Name
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## Course Detail

Class Number <small>(5-digit number)</small>	Subject <small>(e.g., Art)</small>	Catalog # <small>(e.g., 100)</small>	Section <small>(e.g., 005)</small>	Course Title <small>(e.g., Introduction to Art)</small>	Credits <small>(3)</small>

## Withdrawal Type

- The student has not attended **ONE** of the first two class sessions for a course that meets more than once a week **OR** the first session of a course that meets once a week.

Dates of nonattendance: \_\_\_\_\_

- The student has not passed the prerequisite for a course.

Prerequisite not passed: \_\_\_\_\_

- The student is not enrolled in the course co-requisite.

Co-requisite not enrolled in: \_\_\_\_\_

## Signature Required

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Faculty Signature—Print Name and Sign	Date	Ext.
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Registrar's Use