

Andrew College

Course Withdrawal due to Non-attendance/participation

Course withdrawals are permitted after the drop/add date and prior to finals. See academic calendar for specific dates.

***Submit one form per student per course.** Form will be processed as of date received by Registrar's Office.

Course Information: Term: Fall Spring Summer Year: _____

Department _____ Number _____ Section _____
(ART) (100) (A)

Brief description of course syllabus attendance policy or attach to this form:

Student ID: _____ Last Name _____ First Name _____

**Last Date of Attendance _____

** Form will be returned if left blank

Assigned Grade: (see Academic Calendar for specific dates)

Prior to and including mid-term, a grade of "W" (Withdraw) will be assigned.

After midterm and until last day to withdraw, the instructor must assign one of the following grades:

_____ WP – Withdraw Passing _____ WF – Withdraw Failing

Date student notified of pending withdrawal: _____

Per course syllabus policy, please withdraw the student listed above due to non-attendance/participation.

Instructor's Signature _____ Date _____

*****08/2022

For Registrar's Use Only

Date Received: _____

Date Processed: _____

Current credit hours: _____

Notify: Advisor/FA/Housing/Business Office

Credit hours after withdrawal: _____