



Administrative Withdrawal Form

To: Registrar's Office

From: _____

Academic Term: _____

Date: _____

I am requesting that the following student be administratively withdrawn from the course listed below.

Course Reference Number (CRN)

Course Subject Number and Title

Student ID number

Student Name

I have worked with Student Affairs and the College Dean on the Administrative Withdrawal of this student from my class.

Instructor's Signature

Student Affairs' Signature

College Dean or Designee Signature

Instructions:

An instructor may administratively withdraw a student from a course when there is justification for such action as determined in consultation with student affairs, the Registrar's Office and college Dean. For students who have not attended class the first week please follow the No-Show Drop process.

In the case where a student is being removed from all EOU courses for a term, the CRN's can all be added in the CRN section and the course subjects and numbers can be added without course titles. The instructors do not need to sign the form in this situation.