



# CONNORS

— STATE COLLEGE —

Building Futures One At A Time Since 1908

## REQUEST FOR ADMINISTRATIVE WITHDRAWAL

Faculty initiated AWs are for non-attendance only and must be consistent with the published syllabus. Remember that AW are assigned during the 4<sup>th</sup> – 12<sup>th</sup> week of classes. No shows are turned in before the 4<sup>th</sup> week and faculty cannot withdraw a student after the 12<sup>th</sup> week.

TO: Vice President of Academic Affairs

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

Please withdraw the following student from CRN #\_\_\_\_\_. Course prefix and course number are \_\_\_\_\_ for the 201\_\_ summer/fall/spring semester.

Student's Name: \_\_\_\_\_

Student's ID#: \_\_\_\_\_

Last Date Attended: \_\_\_\_\_

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

\_\_\_\_\_  
Division Chair's Signature

\_\_\_\_\_  
VPAA's Signature

\_\_\_\_\_  
Registrar/Asst. Registrar

\_\_\_\_\_  
Date recorded