

## Withdrawal Initiated by Instructor (Following Attendance by Student)

Instructors should use this form to withdraw a student under the following circumstances:

- Withdraw students who stopped attending before 60% of the course is complete.
- Withdraw students after 60% of the course is complete. If there is a mitigating circumstance, assign a W grade to indicate that the student was in good academic standing at the time of withdrawal. Assign a grade of U or F if the student is being withdrawn at this time for poor attendance.
- Withdraw students who have been suspended, dismissed, or otherwise removed from class following due process. In such cases, a grade of U or F should be assigned.
- **If the student NEVER ATTENDED, use form 125-034, Withdrawal Initiated by Instructor - Never Attending Student (NVRK).**

A. To initiate the withdrawal process:

1. Complete one form for each student you wish to withdraw. Student ID: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_  
(Last) (First) (M. I.)

(Check appropriate boxes):

Semester: FALL  SPRING  Year: \_\_\_\_\_

Session: 16 wk  1st8  2nd8  Dyn

Summer  Year: \_\_\_\_\_

Session: 12 wk  1st 6  2nd 6  Dyn

2. Complete course information:

<i>Example: 12345</i> Index Number	<i>ENG</i> Course Prefix	<i>111</i> Course Number	<i>001A</i> Section # / Campus	<i>16 weeks</i> Session (e.g. 8 wk)	Last Date of Attendance

3. Staple any documentation of mitigating circumstances to this form.

4. Remember that changes to enrollment may affect F-1 student status; it may also affect financial aid and veterans benefits eligibility, and may result in financial liability to the college and the student. You may wish to remind the student that recipients of student financial aid and/or veteran's educational benefits must notify the College Financial Aid Office and/or campus Veterans Office of all changes in enrollment within 24 hours.

## B. Withdrawal Before the Last Day to Withdraw without Grade Penalty

You may withdraw students from a course within the first 60% of a session without assigning a grade penalty; in these cases, students will receive a grade of W. Your dean's approval is not required. If you are withdrawing a student for disciplinary reasons, you should assign a grade of F or U and provide an explanation below. To withdraw a student before the 60% point, complete this page only, sign below and submit the completed form to your **campus Student Services Center**.

Explanation: \_\_\_\_\_

**For Section A or B:**

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) (Signature)

Student Last Name: \_\_\_\_\_ ID: \_\_\_\_\_

### C. Withdrawal After the Last Day to Withdraw without Grade Penalty

In most cases, withdrawal after the first 60% of the session will result in a grade of F or U. The student must have mitigating circumstances and receive your approval and that of your dean in order to receive a W grade instead of an F or U. If you are withdrawing a student after the 60% point for disciplinary reasons, you will assign a grade of U or F.

### D. Mitigating Circumstance-required in order to assign grade of W after the 60% point

Check the appropriate mitigating circumstance below after reviewing evidence provided by the student. Staple any documentation you have received to this form. Failure to attend class is not a mitigating circumstance. "For the *benefit of the student*" is not a mitigating circumstance.

- \_\_\_\_\_ 1. Personal illness
- \_\_\_\_\_ 2. Illness or death in the family
- \_\_\_\_\_ 3. Geographic transfer or change in the hours or conditions of employment
- \_\_\_\_\_ 4. Financial emergency of the student
- \_\_\_\_\_ 5. Active duty military service
- \_\_\_\_\_ 6. Other circumstances beyond the student's control (explain below)

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) (Signature)

Submit this completed form to **your division dean**.

### E. Review by the Division Dean (required only after the 60% point)

The division dean must review all instructor requests to withdraw a student after the 60% point of the session. He or she should sign below and submit the approved form to the **Student Services Center** for processing. If the division dean does not approve of the request to withdraw a student, s/he must provide an explanation and return the form to the instructor.

Circle One:  **Approved**       **Not approved**

Explanation if not approved: \_\_\_\_\_  
\_\_\_\_\_

Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) (Signature)

Staff Use Only:

Staff in the Student Services Center will enter the grade into NovaConnect. They will scan this completed form and link it to the student record.

Date Grade Entered: \_\_\_\_\_ Date scanned: \_\_\_\_\_ Date linked: \_\_\_\_\_ Initials: \_\_\_\_\_