

Administrative Course Withdrawal

Used by NDNU faculty to withdraw a non-attending student from a course.

Procedure

1. Complete form and submit to the Office of the Registrar immediately. The last date of attendance recorded below will determine how financial aid will be administered.

Policy

1. A student who is registered for a course and has attended at least one class meeting, but who does not attend the course for two consecutive weeks during which course meetings are scheduled, may be administratively withdrawn from the course.
2. Administrative course withdrawals take place after the drop deadline and before the withdrawal deadline relevant to the course.
3. A student who believes that an error has been made regarding an administrative course withdrawal should contact the instructor.

To Be Completed by the Instructor

Student ID #

Semester

Year

Student Last Name

First Name

Middle Name

Course Code (Dept, Number, and Section)

Course Title

Units

Last Day of Attendance

Reason *(optional)*

Instructor Name (please print)

Instructor Signature

Date

NEXT STEP: Return form immediately to the Office of the Registrar. The date of withdrawal may affect student Financial Aid.