

MEMORANDUM

TO: Dr. Randy Braswell,
Registrar

DATE: _____

FROM: _____
Instructor

RE: _____
Student's Name

Student's Identification Number

TERM: _____

Please withdraw the above named student from my _____ /
Course

_____ for the following reasons:
Course Reference Number

_____ Has stopped attending

_____ Has exceeded the number of permitted absences

Date of last attendance: _____

Note: This form is to be used only when an instructor is withdrawing a student from a course. Students withdrawn by mid-semester/mid-term will receive a grade of "W". Students withdrawn after mid-semester/mid-term will receive a grade of "WF".

(Revised January 2007)