MARTIN COMMUNITY COLLEGE

ADMINISTRATIVE WITHDRAWAL FORM

Please use this form if you need to request that a student be administratively withdrawn from your class.

Student: Last **First** **MI** **ID Number**

Instructor's Name **Course Number and Section**

Student's Last Date of Attendance **Determination Date**
The date you decided the student should be withdrawn from the course.

Please check one or more of the following:

☐ Student has missed at least six (6) continuous hours of class.

☐ Student has exceeded allowable absences of course.

☐ Other _____

Instructor's Signature **Date**

REGISTRAR'S OFFICE USE ONLY

Administrative withdrawal encoded by: _____ on date: _____

Registrar's Office Financial Aid Instructor Student