**Instructor-Initiated Withdrawal**

***Instructions: Use this form in situations when you wish to withdraw a student from your course, or courses, due to the fact that they are now beyond the possibility of passing the course with an acceptable grade. Instructor-initiated withdrawals are typically used when a student no longer communicates with you. They stop submitting work, stop responding to emails and phone calls, or stop attending class sessions.***

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| **Student Information** | |
| **Name** | Click or tap here to enter text. |
| **College ID #** | Click or tap here to enter text. |
| **Semester** | Click or tap here to enter text. |
| **Year** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Course Name, Section, & Last Date of Attendance** | |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| **Notes/Comments:**  **Explain why you are initiating an Instructor Withdrawal. Explain efforts to have the student withdraw using the student-initiated process.** |

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| **Signature** | | | |
| **Instructor signature:** |  | **Date** |  |

**Note to instructor:** Keep a copy of this form for your files. Email a copy of this form to the student via campus email. Submit the signed original to Student Services.