1/05 VPAA

EAST CENTRAL UNIVERSITY
ADMINISTRATIVE WITHDRAWAL

Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester. Administrative withdrawals are GPA neutral.

Date: _____ Semester of AW: _____

Student's Name: _____ Student's SSN: _____

Course Title: _____ Student's ID: _____

Course Prefix and Number: _____ Course Section Number: _____

Course Days and Times: _____

Reason for Administrative Withdrawal (Select one):

Disciplinary*	☐	Inadequate Participation *(For Web-based Courses)*	☐
Student has never attended class	☐	Financial	☐
Inadequate Attendance**	☐		

*Requires consultation with the Office of Academic Affairs prior to submission
**If inadequate attendance, please note in comment box the approximate number of missed classes and state the last day student attended.

REQUIRED ➔Last Day Student Attended Class: _____

Comments, if any:

Faculty Member Requesting AW

_____ _____ _____
Printed Name Signature Date

Approval – Office of Academic Affairs _____ _____
Signature Date

For VPAA Use Only:

Date Letter Sent _____ Date Processed _____

Date Forms Sent _____ Complete _____

For Admissions & Records Use Only:

Date of Drop _____

By (Name or Initial) _____