

Administrative Withdraw Request

Last Updated 2-22-24

This form **MUST** be submitted by the course instructor of record. The form may be submitted in person to the ECU Records Office or emailed from the instructor's individually assigned ecok.edu address (email to ewmartin@ecok.edu). If submitted in person, the instructor's legible handwritten signature must be included.

Instructor's Name (First & Last):

Course (Prefix/Number/Section):

Term (e.g., Spring 2024 1st 8-Weeks):

Student's Name (First & Last):

Student's ECU ID:

Has a Tiger Alert Previously Been Submitted For This Student: Yes No

**Please know that having submitted a previous Tiger Alert is a requirement for requesting an AW.*

Are you submitting this request because the student has NEVER attended class: Yes No

**Please know that if requesting an AW for this reason, your request will only be granted if the student was reported as never attending during the appropriate period at the beginning of term.*

What is your reason for requesting the AW?

Have you attempted to communicate with the student about your concern?

Instructor Signature (if submitting in person):