

# ADMINISTRATIVE WITHDRAWAL REQUEST

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

The above named student has missed more than 20% of the total hours that the class listed below is required to meet.

The student was absent on the following dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Date of last attendance, MUST INCLUDE)

As per the Lurleen B. Wallace Community College Attendance Policy, which is clearly stated in my course syllabus, I request that this student be administratively withdrawn from my class.

Course: \_\_\_\_\_ Section #: \_\_\_\_\_

Semester: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(The instructor should keep a copy of this form for his/her records, and send the original to the Director of Admissions and Records.)