



### 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.*

Student Information	
Name	
College ID #	
Semester & Year	

Course Name, Section, & Last Date of Attendance	

<u>Notes/Comments:</u>
<p><b>Explain why you are initiating an Instructor Withdrawal. Explain efforts to have the student withdraw using the student-initiated process.</b></p>

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.