**

**Greensboro College**

**Instructor Initiated Course Withdrawal Form**

Student Name: Student ID Number:

Course Title:

Course # and Section: Term:

* I wish to withdraw this student from this course because he/she has not fulfilled attendance requirements and/or academic requirements as stated in the syllabus. He/she will receive a WN or W grade in the course if the withdrawal occurs before the published deadline to withdraw without academic penalty for this course’s term, or FN or WF if the withdrawal occurs after the deadline. This withdrawal is due to:

 \_\_\_\_\_\_\_\_ attendance issues only

 \_\_\_\_\_\_\_ academic issues only

 \_\_\_\_\_\_\_ attendance and academic issues

* I verify that the student was warned of status in the course prior to the submission of this form.

 Instructor (Print) Instructor’s Signature Date

**Return this form to The PEAK.**

**ATTENDANCE WITHDRAWAL FOR OFFICE USE ONLY**

Date received in the PEAK: Date processed in the PEAK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A grade of has been assigned for this student in this course based on the instructor’s directions. This student is now enrolled in hours for this semester, which is part-time / full-time status.

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents: Yes, permission is on file to communicate with parents; copy mailed.

 No, permission is not on file.

Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_