



INSTRUCTOR INITIATED CLASS WITHDRAWAL

1. This form is to be used after the drop/add date and enrollment rosters have been finalized from the Registrar's Office.
2. This form is to be completed by an instructor to withdraw a student from a course if the student has never been in attendance OR if the student has ceased attending (as evidenced by three or more absences) without prior arrangements with the instructor.
3. The Registrar, upon receipt of the form, will send a copy of the form informing the student of the instructor's action.
4. If the student disagrees, he/she may submit a written appeal to the Registrar's Office, 10 days from the date of the Registrar's Signature on the form.

_____	ID#: _____	Campus (circle one):
Student's Name (Print)		Crownpoint (Main)
		Chinle
_____		Teec Nos Pos
Instructor Submitting Report		

_____	_____
Course Title and Call Letters/Number with Section	Semester Year

Certification by instructor: I hereby certify that my attendance records show that the student listed above:

___ **never attended** and is to be taken off the roster.

___ **has stopped attending on** _____ and has not been in attendance for at least three scheduled classes and, in connection with those absences, has not communicated with me concerning any special treatment because of an emergency.

A grade of (circle one) W F (use if after withdrawal date) is to be given as a final grade.

_____	_____
Instructor's Signature	Date

_____	_____
Registrar	Date

Notification mailed to Student by _____ Date _____

Withdrawal entered in Database By _____ Date _____

Final approved form is filed in the student's academic record and a copy given to the Office of Financial Aid.