

ADMINISTRATIVE WITHDRAWAL FORM

Enrollment Management · Registrar's Office
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Excerpt from Class Attendance Policy

(Complete policy can be found at <http://gsunet/policies/docs/41002%20-%20Class%20Attendance%20Policy%20Approved%2009-26-2016.pdf>)

At Grambling State University, class attendance is regarded as an obligation as well as a privilege. Students should attend all classes regularly and punctually and faculty should accurately record student attendance for each class. Failure to do so may jeopardize a student's scholastic standing and federal student aid eligibility.

All students are expected to attend class through the final exam period. Unless waived by the instructor or made more restrictive through the course syllabus, all students having missed more than five (5) days in a course that meets once a week, ten (10) days in a course that meets at least twice a week, and five (5) days in a nine (9) week course, will be administratively withdrawn from the class roster and will receive a "W" for that class during that term/semester as recommended by the instructor.

STUDENT INFORMATION:

_____		_____
Last Name	First Name	G Number
_____		_____
Course Number and CRN		Course Title
_____		_____
Semester/Year	Instructor of Record	Contact Phone Number

EARLY ALERT PROGRAM:

Faculty are responsible for submitting a referral to the Office of Retention for any student who is chronically absent or recognized as disengaged or experiencing other issues that adversely affect regular attendance and academic performance in an effort to provide academic support to the student, such as supplemental instruction, tutoring, study skills seminars.

_____ **Student has been referred to the Office of Retention** _____ **Referral Date**

REASON FOR ADMINISTRATIVE WITHDRAWAL:

_____ Student NEVER attended course.

_____ Student missed more than five (5) days in course that meets once a week.

_____ Student missed more than ten (10) days in a course that meets at least twice a week.

_____ Student missed more than five (5) days in a nine-week course.

_____ Student stopped attending/participating in course. _____ **Date of Last Attendance**

_____ Other: _____

_____	_____
Instructor Signature	Date
_____	_____
Department Head Signature	Date
_____	_____
Dean Signature	Date

This form should be filed in the Registrar's Office by the published date.

FOR REGISTRAR'S OFFICE USE ONLY:

Processed by:	Date:	Comments:
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