



### Administrative Drop Form

See policy statement. Submit form to the Office of Registration and Records Office.

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Student ID # Program

Student is being dropped from course \_\_\_\_\_  
Term and Year \_\_\_\_\_  
Last Date of Attendance \_\_\_\_\_

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

Student is being dismissed from the University:

Student is being administratively withdrawn from the University:

Reason:  Absenteeism  Academic Performance  Other: \_\_\_\_\_

Undergraduate: Student is enrolled in Non-continuous program.

Expected to return: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Brief Explanation:

\_\_\_\_\_  
\_\_\_\_\_

PD/Chair/Dir. Of Student Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Admissions/Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**Enrollment Services Use Only**

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

Final Grade(s): \_\_\_\_\_ DOD: \_\_\_\_\_ LDA: \_\_\_\_\_

**Excerpted from the Attendance Policy** (*See CDU Catalog for complete policy*)

1. The instructor shall have the authority to execute an Administrative Drop for any student who is absent three (3) or more consecutive class meetings without instructor approval. The student must make every effort to dialog with the instructor regarding his/her absence.

Prior to filing an Administrative Drop, the instructor will contact the Registrar and the Office of the Dean.

- a. The instructor may forward the Administrative Drop form to the Office of Registration and Records.
  - i. The Administrative Drop will be processed as follows:
    1. Within the first two (2) weeks of the term, the student will be dropped without record of enrollment.
    2. After week two (2) and before the published deadline to withdraw, a grade of “W” shall be recorded on the student’s record.
    3. After the published deadline to withdraw, the grade of “U” shall be recorded on the student’s record.
  - ii. In each of the above instances, the Last Date of Attendance as reported by the instructor shall be recorded on the student’s record and will be used by the Financial Aid Office to calculate any required repayment of aid as per Federal regulations.