

(ONE STUDENT PER FORM)

Student Identification Number
(Last) (First) (Middle)
PLEASE PRINT CLEARLY
Semester Year

Kodiak College

UNIVERSITY of ALASKA ANCHORAGE

FACULTY INITIATED DROPS / WITHDRAWALS

DROP / WITHDRAWAL

Faculty / Department initiated transactions are to be completed and submitted to Student Services by the published deadlines.

CRN	SUBJ	CRSE #	SEC	TITLE	CR	INSTRUCTOR'S SIGNATURE	DATE

REASON _____

CLASS ATTENDANCE POLICY:

A faculty member may initiate drops or withdrawals for students who fail to meet individual course attendance requirements; however, the faculty member is under no obligation to do so.

Students who fail to attend class by the 7th calendar day of the semester are eligible for faculty initiated drops or withdrawals.

Faculty initiated drops and withdrawals are permitted through the 12th week of the semester for semester-length (15 weeks) courses. For courses other than semester length, the faculty option to drop or withdraw a student for non-attendance is prorated according to the length of the published course dates. An instructor drop or withdrawal may be initiated for students who enroll without prerequisites or instructor permission.

OFFICE USE	
Date Entered	_____
Entered By	_____
Processed as	_____