



**ADMISSIONS AND RECORDS OFFICE
PETITION TO WITHDRAW FOR NON-ATTENDANCE
FOR CURRENT TERM ONLY**

Section I: To be completed by student

Student Name: _____ Student ID#: _____
Address: _____ Phone #: _____
_____ Email: _____

I hereby request to withdraw from the following course because I did not attend the class at all:

Schedule #: _____ Course: _____ Current Term: _____

Student's Signature: _____ **Date:** _____

Section II: Instructor certification of non-attendance of student:

TO: Instructor Name: _____

FROM: Admissions and Records: _____

The student listed above has requested an official drop from your class based upon non-attendance (no show). Please confirm their eligibility for this no-show drop by completed the applicable statement(s) below and by signing and dating the form. Return the completed verification to Admissions and Records.

1. The above referenced student did NOT attend class at all: YES: _____ NO: _____
The student was active at Census YES: _____ NO: _____

If student's attendance has been certified as having attended the class as of the census point, and student did not attend the class at all, an explanation is required:

2. The above referenced student's last date of attendance in class was: _____

Instructor's Signature: _____ **Date:** _____

Section III: ADMISSIONS AND RECORDS OFFICE USE ONLY

Enrollment date per XCSU: ___ / ___ / ___ Enrollment status code: N A Verified by: _____

Census Roster Certified: YES NO Received date: ___ / ___ / ___ Date to Instructor: ___ / ___ / ___

____ Student attended class and did not drop prior to refund or drop deadline.

____ Student added class on or after the 1st day of class session.

____ Other: _____

____ **APPROVED** ____ **DENIED** **BY:** _____ **DATE:** _____

Admissions & Records Manager

Processed by: _____ Date Processed: _____ Copy to Student date: _____