

**INSTRUCTOR REQUEST FOR WITHDRAW**

Instructors - this form should be used if you want to withdraw a student who has stopped attending/participating in your class. This form must be completed and submitted to the records office by the established withdrawal deadline. **Instructors are in no way obligated to withdraw students.**

Semester/Year \_\_\_\_\_

Student's Name \_\_\_\_\_ Emplid: \_\_\_\_\_

Class #	Subject	Catalog #	Section	Course Title	LDA - (last day of attendance)

Instructor Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Records Staff: Use reason code: STPA

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

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