

## Withdrawal Initiated by Instructor (Following Attendance by Student)

Instructors should use this form to withdraw a student under the following circumstances:

- Withdraw students who stopped attending before 60% of the course is complete.
- Withdraw students who have been suspended, dismissed, or otherwise removed from class following due process. In such cases, a grade of U or F should be assigned.
- **If the student NEVER ATTENDED, use form 125-034, Withdrawal Initiated by Instructor - Never Attending Student (NVRK).**
- After 60% of the course is completed, students may withdraw for mitigating circumstances using Form 125-047.

*Remember that changes to enrollment may affect F-1 student status; it may also affect financial aid and veterans' benefits eligibility, and may result in financial liability to the college and the student. You may wish to remind the student that recipients of student financial aid and/or veteran's educational benefits must notify the College Financial Aid Office and/or campus Veterans Office of all changes in enrollment within 24 hours.*

**A. To initiate the withdrawal process:**

1. Complete one form for each student you wish to withdraw. Student ID:

Name (Please Print): \_\_\_\_\_  
(Last) (First) (M. I.)

(Check appropriate boxes):

Semester: FALL  SPRING  Year: \_\_\_\_\_ | Summer Term  Year: \_\_\_\_\_  
 Session: 16 wk  1st 8  2nd 8  Dyn  | Session: 12 wk  1st 6  2nd 6  Dyn

2. Complete course information:

Example: 12345 Index Number	ENG Course Prefix	111 Course Number	001A Section # /Campus	16 weeks Session (e.g. 8 wk)	Last Date of Attendance

**B. Withdrawal Before the Last Day to Withdraw without Grade Penalty**

You may withdraw students from a course within the first 60% of a session without assigning a grade penalty; in these cases, students will receive a grade of W. If you are withdrawing a student for disciplinary reasons, you should assign a grade of F or U and provide an explanation below.

Explanation: \_\_\_\_\_

**For Section A or B:**

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) (Signature)

Student Last Name: \_\_\_\_\_ ID: \_\_\_\_\_

**C. Review by the Division Dean**

The division dean must review all instructor requests to withdraw. He or she should sign below and submit the approved form to the **Student Services Center** for processing. If the division dean does not approve of the request to withdraw a student, s/he must provide an explanation and return the form to the instructor.

**Check One:**      **Approved**       **Not approved**

Explanation if not approved: \_\_\_\_\_

Dean/Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) (Signature)

**Staff Use Only:**

Staff in the Student Services Center will enter the grade into MyNOVA. They will scan this completed form and link it to the student's record.

Date Grade Entered: \_\_\_\_\_ Date scanned: \_\_\_\_\_ Date linked: \_\_\_\_\_ Initials: \_\_\_\_\_