TriCounty TECHNICAL COLLEGE

Administrative Drop/Withdrawal

This form is to be used to administratively drop or withdraw a student by exception after the appropriate deadline has passed.

Minimum signature requirements: **Administrative Drop**—Instructor; **Withdrawals submitted after the last day to withdraw from class**— Instructor, Department Head, Academic Dean; **Withdrawals submitted after the last day of class**—Instructor, Department Head, Academic Dean, Vice President for Academic Affairs

Last Name   First Name   Middle Name

Student ID: | T | | | | | | | | |

Year | 2 | 0 | | | Semester (Check One) | FA | SP | SU |

CRN | | | | | | Course Prefix/Number | | | | | | |

Has the student ever attended this class? ☐ Yes ☐ No

If yes, what was the last date of attendance? _____

If yes, list the W or WF grade ☐

_____   _____
Instructor's Signature/Date   Department Head's Signature/Date

_____   _____
Academic Dean's Signature/Date   Vice President's Signature/Date

10/16   **Student Data Center/Registrar's Office Use Only**

Date Keyed: _____   Initials: _____