



Registrar's Office  
C.B. Hedcock, Room 2202  
1401 Presque Isle Avenue  
Marquette, Michigan 49855  
(906) 227-2278  
(906) 227-2231 Fax  
[skedule@nmu.edu](mailto:skedule@nmu.edu)

# Administrative Withdrawal Request

Policy Statement:

At the discretion of individual departments and/or instructors, students who have not attended through the first four days of the semester (or its equivalent) of a class and who have failed to contact the instructor may be dropped from the class roster. Since this is an optional action on the part of the departments, students who wish to drop a class should do so themselves.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

IN#: \_\_\_\_\_

Course ID: \_\_\_\_\_

Course Registration Number (CRN): \_\_\_\_\_

\_\_\_\_\_ I verify that this student has not attended the course listed above and request that, in accordance with University Policy, the student be administratively withdrawn from the course.

\_\_\_\_\_ I have notified this student, as required, that they are being dropped from my course.

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

**FORM MUST BE RECEIVED IN THE REGISTRAR'S OFFICE BY 5 P.M. THE TUESDAY OF THE SECOND WEEK OF THE SEMESTER. Forms received after this date/time will not be processed.**

**Forms may be faxed to 227-2231 or sent as an e-mail attachment to [skedule@nmu.edu](mailto:skedule@nmu.edu)**