

# Faculty-Initiated Withdrawal Form

Faculty may recommend that Edison State withdraw a student within the withdrawal period and issue that student a grade of "UW", (Unofficial Withdrawal). A student should be removed from a class once it becomes mathematically impossible for the student to pass the course due to non-participation. Non-participation is defined as missing three consecutive weeks of class or coursework, with no response to attempts to contact or to the academic alert. Students who are participating (even if failing) should not be removed from the course.

ALL criteria below must be met to recommend an Unofficial Withdrawal (UW).

1. The student is not mathematically able to pass the course
2. The student has not attended class for three consecutive weeks of a 16-week section or equivalent
  - a. For online courses – no submission of assigned coursework for three weeks
3. Faculty has attempted to contact student and has issued an academic alert
4. Student has not responded to communication attempts/academic alerts

Every effort should be made to encourage the student to self-withdraw. If repeated attempts at communication are ignored by the student, the faculty may recommend the student for Unofficial Withdrawal (UW). This form must be submitted before the withdrawal deadline.

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

Course Number	Semester	Last Date of Attendance
<i>Example: BIO 126S 001SS</i>	<i>Spring 2018</i>	<i>03/10/18</i>

What attempts have you made to communicate with the student about the concern? (select all that apply and provide dates)

- Spoke to student in class on \_\_\_\_\_
- Emailed student on \_\_\_\_\_
- Submitted an Academic Alert on \_\_\_\_\_
- Other: \_\_\_\_\_

Reasons for withdrawing the student  
The student has... (select all that apply)

- Stopped participating
- Not responded to communication
- No possibility of passing the class
- Other: \_\_\_\_\_

By signing this form, I confirm that the above named student has not responded to my attempts of communication. There is no mathematical possibility of passing the class and I am requesting an Unofficial Withdrawal be processed and a final grade of 'UW' be given for this course.

**Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Submit to [registration@edisonohio.edu](mailto:registration@edisonohio.edu) or Room 160 - MUST be received before the withdrawal deadline

Office Use ONLY		
Received		Revised:
By		10/8/18