

College of Business Application for a Never Attended Course Withdrawal
Date Received in Office _____

Attach or use the back of this form to provide a written statement explaining the reasons for your request for a never attended course withdrawal.

PLEASE COMPLETE SHADED AREAS

Name _____ Student ID# _____
 College _____ Major _____
 Local Address _____ City _____ State _____ Zip _____
 Local Phone _____ Email _____
 Semester and Year of Never Attended course _____

Course Never Attended

Department Name	Course Number	Section Number	Credit Hours	Instructor
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Course Instructor: Please provide information on this student's course attendance.
 Student has attended: Regularly Irregularly Never No Record

Instructor Signature _____ Print Name _____

Date _____ Office Phone Number _____

Instructor
 Comments _____

Please sign and date below acknowledging that you understand the information printed on this application and that all information you have provided is true and correct.

Furnishing false information to the University with the intent to deceive can result in expulsion from the University or any lesser penalty. (See standards of conduct, students' rights and responsibilities as explained in [Hilltopics](#)).

If granted, this drop is processed by the Office of the University Registrar, and a "W" will appear on your transcript.

Student

Signature Date

Office Use Only Decision Granted _____ Denied _____ Date _____ Advisor _____ Comments _____ _____
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