



**ADMINISTRATIVE COURSE WITHDRAWAL FORM**

*Note:*

- To be used as per the Instructor request when the student's total absences reach 15% of his/her classes.
- Needed signatures for Approval: Instructor's, Department Chair's/Associate Chair's signature.

Student Name		Academic Year	
Student ID		Semester	
Major		College	

Courses to be withdrawn from:

Code	Course Title	Section	Credit	Instructor's Signature	Date

Department Chair's Signature:

Date:

*Notes:*

- As of the eleventh week of classes up to the last days of classes, a grade of "WP/WF" is indicated for those who withdraw from a course based on the instructor recommendation. (Follow PMU roles as mentioned in the attached document)
- Date of withdrawal is the dates of receipt within the Registrar's Office .
- Return the Form to the Registrar's Office.

Registration Officer:

Date:

- Copies: Green - Registrar Office Copy
- White - Student Copy
- Yellow - Financial Aid
- Pink - Instructor