



# SNOW COLLEGE

## ADMINISTRATIVE DROP | UNOFFICIAL WITHDRAWAL

### INSTRUCTOR INFORMATION

**Administrative Drop (AD):** An Instructor is eligible to submit an AD for any student who has not attended their course. No grade is recorded on the student transcript. A Last Date of Attendance is not required as there is an understanding that students who fall under the AD have not attended at all. For processing purposes, the Last Date of Attendance will be the first day of the semester.

**Unofficial Withdrawal (UW):** A UW grade is granted to a student if they had attended class *at least once* or completed *at least one online assignment* but stopped attending or participating at any time without following procedures for officially withdrawing. A UW grade holds the same weight as an 'F' grade and requires a last date of attendance. It indicates that the student earned an 'F' grade on the basis of interrupted attendance and not based on insufficient coursework.

#### ATTENTION:

- AD's must be submitted one week prior to the [Last Day to Add](#) in order to provide time for students to replace their credits for financial aid purposes.
- Courses offered on the Block schedule must have the AD submitted by the third day of the block.
- In the event that this form is submitted for AD purposes after the deadline, a UW will be granted instead.

### COURSE & STUDENT INFORMATION

Course (Subj/Number/Section) \_\_\_\_\_ CRN \_\_\_\_\_

Course Offered On:  Full Term: \_\_\_\_\_ (Indicate start date) DUE one week prior to Last Day to Add  
 1<sup>st</sup> Block DUE by 3<sup>rd</sup> day of block  2<sup>nd</sup> Block DUE by 3<sup>rd</sup> day of block

\*Instructor Name \_\_\_\_\_ Sem/Year \_\_\_\_\_

BadgerID #	Student Name	Attendance	
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____
		<input type="checkbox"/> Never Attended	<input type="checkbox"/> Last Date Attended: _____

\*I confirm that the indicated student attendance is accurate. Students who have attended at least once are given a specific LDA or Last Date of Attendance.

Instructors Signature \_\_\_\_\_

Date \_\_\_\_\_