



# SNOW COLLEGE

## UNOFFICIAL WITHDRAWAL

### INSTRUCTIONS.

This form is to be used by faculty to notify the Registrar of students' unofficial withdrawal from a course under the following situations.

1. **No Shows** - students who show on the initial class roll but have not shown for any class sessions. These students will be assigned a UW (0.0) unless they follow up with an official withdrawal.
2. Students who have been attending classes but stop attending at anytime without going through the official withdrawal process. This must be reported not later than after one week of absences.

**It is very important that this procedure be followed carefully and in a timely fashion. Please do not wait until the end of term to submit this information. It is critical for the Financial Aid Office.**

### INFORMATION.

Course Abbrev.	#	Sec.	CRN	Student Name	Student ID#:	Last Date of Attendance

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_