

LINN-BENTON COMMUNITY COLLEGE  
INSTITUTIONAL WITHDRAWAL FORM

**NOTE: You have two ways to drop students for non-attendance.**

1.) If a student DOES NOT attend the first class session, and has not notified the instructor of the absence prior to the first class session, the instructor may drop the student from class/wait list. (Submit forms to the Registration Office as soon as possible to make space available to other students.)

2.) Students who DO NOT attend the first week of a class may be dropped by the instructor if the space is needed for students on the wait list. (These forms must be submitted after completion of the first week of class, but before noon on Friday of the second week of class.)

Date \_\_\_\_\_

\_\_\_\_\_

Term \_\_\_\_\_

\_\_\_\_\_

To: Registration Office

**NOTE: Must be received in the Registration Office as soon as possible but no later than noon Friday of the second week of the class. May be Faxed to (541) 917-4868**

<u>CRN</u>	<u>Course Number</u>	<u>Course Title</u>	<u>SS#</u>	<u>Student=s Name</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
Print Instructor Name

\_\_\_\_\_  
Instructor Signature

(g\groups\adm\nancy\susan\institutional withdrawal form - 4/03)