



Virginia Military Institute

TO: The Deputy Superintendent & Dean of the Faculty
SUBJECT: Administrative Report of Excessive Absences / Withdrawal
DATE: _____

Accumulated absences amounting to more than 30% of the total number of class meetings and/or laboratory meetings require an administrative withdrawal from the course. You are hereby notified that you have accumulated 30% or more absences in the following course, and that you may not be eligible to receive academic credit in the course.

Cadet Name: _____
VMI ID#: _____
Course Number: _____ Term: _____
Course Name: _____

This cadet should be assigned a final grade of: (Check appropriate grade)
 W **WF**

Instructor Signature: _____ Date: _____
Department Head Signature: _____ Date: _____
Dean's Approval: Withdraw - As Indicated Above Other: _____
Signature: _____ Date: _____

NOTE TO CADET:

Failure to maintain a minimum full-time load of at least 12 credit hours in any semester will result in an administrative withdrawal from the Institution. Cadets will be notified by the Registrar's Office if they fail to maintain a full-time load.

For Registrar's Office Use Only: Processed: By _____ Date: _____
 FT Load checked - Current hours registered: _____
Copies To: Cadet: _____
Instructor: _____
Adviser: _____
Academic Department: _____

INSTRUCTIONS:

- The original is sent to the Dean for review.
- The completed document is then forwarded to the Registrar's Office, who will notify the cadet, cadet's academic adviser, and department of the withdrawal outcome.
- Should a cadet fall below the 12-hour minimum, the cadet, department head, adviser, and Dean will be notified.