



ADMINISTRATIVE FAILURE DROP FORM

A student may receive an AF if he/she does not meet the standards of engagement listed in the course syllabus. An instructor may submit an Administrative Failure drop form up until ten (10) days prior to the end of the term for students who have not met these standards for the course. The administrative failure is recorded on the student's academic record as a grade of "AF" and is calculated in the GPA as an "F". An administrative failure drop may affect a student's financial aid, loans, Veterans' benefits, health insurance and academic progress.

TERM: Fall Winter ASEP Spring/Winterim Summer Year: _____

Student Name: _____ Student ID _____

CRN	COURSE#	COURSE TITLE	FINAL GRADE
			AF

Reason for Grade: Student stopped attending class* Unsafe Clinical/Lab Practice
 Conduct Code Violation Disruptive Behavior

*For online classes no evidence of student participation

Instructor Signature: _____

VPAA Signature: _____

FOR REGISTRAR USE ONLY

Received by: _____ Date received and processed: _____

Copy: Financial Aid