

Office of Advising

RETROACTIVE OFFICIAL WITHDRAWAL AND CHARGE DELETIONS Last Date of Attendance Form

Any Hunter student, who wishes to withdraw officially, or to delete a course under special circumstances, must meet with an advisor and must present a completed Hunter College Withdrawal/Appeal form and supporting documentation, including a statement from the course instructor verifying his/her last date of attendance and a Bursar's receipt.

Please note: Withdrawing from or deleting a course can have serious consequences-especially for a student who receives financial aid, lives in the Brookdale Residence Hall, participates in a varsity or junior varsity sport, or must maintain F-1/J-1 full-time status.

STATEMENT OF LAST DATE OF ATTENDANCE Verification by course instructor

Instructions for the Student: Please fill out your Name, EMPL ID and Course number, once you have completed this form; please return it with any supporting documentation to 1119HE.

Instructions for the Course Instructor: Please provide the requested **last date of attendance** for the student listed below, your name, signature, and affix the department stamp. (**Please note:** this form will not be processed without the department stamp on the bottom.)

Student's Name: _____

Student's EMPL ID: _____

Student's Hunter E-mail: _____ @ myhunter.cuny.edu

Course Name & Number: _____

Semester: Fall Winter Spring Summer Session _____ (Indicate which Sum Session) **Year** _____

Instructor's Name: _____

Instructor's Signature: _____

Instructor's Comments: _____

Last Date of Student's Attendance: _____

DEPARTMENT STAMP: