

## 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:**