



OFFICE OF RECORDS AND REGISTRATION DROP FORM

Instructions:

- Complete the information for the course you wish to drop and obtain the appropriate signatures.
- If you will have less than 12 hours remaining after dropping this course, this form must be signed by the Office of Financial Aid.
- Submit this completed form to the Office of Records and Registration. The course shown will be dropped while you wait. It is your responsibility to verify that the course has been dropped before you leave.

STEP 1: COMPLETED BY STUDENT

Last Name

First Name

Student ID Number

List the course to be DROPPED with a grade of W:

Example: Course Subject: MATH Number: 165 Section: 3M

Course Subject

Course Number

Course Section

Student Signature

Date

STEP 2: COMPLETED BY INSTRUCTOR

Attendance for the purposes of this section relates to the federal definition of participation in an academic-related activity and includes: attending a class, submitting an academic assignment, taking an exam, and/or participating in an interactive tutorial or an online discussion about academic matters. **Logging into an online class without active participation is not considered attendance.** Please indicate either 'Attended' if the student has attended/participated in your course at least one time this semester or 'Never Attended' if the student has never attended your course this semester.

☐

The student **attended** my class.

☐

The student **never attended** my class.

Instructor Signature

Date

STEP 3: COMPLETED BY DEPARTMENT

Academic Advisor Signature

Date

Student's Department Head or
Program Coordinator Signature

Date

Financial Aid Officer Signature
(if dropping below 12 hours)

Date

RECORDS OFFICE USE ONLY:

Entered By:	Date