



COURSE DROP FORM

INSTRUCTIONS: A separate form must be submitted for each course being dropped.

After the five (5) day drop/add period, the student should:

- Meet with the Coordinator of Advising & Student Success to obtain the course drop form and discuss the procedure, required forms, deadlines, and academic consequences.
- Confer with and obtain signatures in the sequence shown:
 - Course Coordinator(s)/Instructor
 - Academic Advisor
 - Financial Aid Director

<u>After five day drop/add period:</u> DROP: _____	
Course	
_____	_____
Course Coordinator/Instructor (Signature)	Date
Course "Letter Grade" at Signature (<u>Only if after 8th week</u>): _____	Last Date of Attendance: _____
_____	_____
Academic Advisor (Signature)	Date
_____	_____
Financial Aid Director (Signature)	Date

Student Name (Please Print)	Student ID
_____	_____
Student Signature	Date
_____	_____

Note: The *official* date for dropping a course will be the date the Associate Registrar receives and signs this form.

Associate Registrar (Signature)	Date
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