

## COURSE DROP FORM

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 Student's Name (please print or type)      Date (mm/dd/yr)      Major Field of Study      Student ID Number

7. Course Abbreviation	8. Number	9. Section	10. Signature of Instructor	11. Date of Signature	12. Assigned Grade ( Q or F)

**INSTRUCTIONS:**

**Step 1:** Student Completes Blanks 1-5.

**Step 2:** Academic Advisor Completes Blanks 6-9.

**Step 3:** Instructor Completes Blanks 10-12. **NOTE: This form expires 5 work days after instructor signs.**

**Step 4:** Submit to Records' Office for Verification, Blank 13. **NOTE: Course Drop Form must be completed & submitted to the Records Office prior to the Penalty Free or Penalty Deadline for Dropping Courses (see Academic Calendar). Exceptions must be appealed to the instructor's dean.**

5. \_\_\_\_\_  
 Student's Signature

6. \_\_\_\_\_  
 Advisor's Signature

13. \_\_\_\_\_  
 Records' Office Verification

*With a few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*