



COURSE DROP FORM

Students may drop a course and receive a grade of “Q” during the penalty-free period of the semester session. Drops after this penalty-free period will have grades recorded as “Q” or “F”, indicating the student was passing or failing at the time of the drop.

1. Student Name: _____
2. Date: _____
3. LU Student ID: _____
4. Major Field of Study: _____
5. Term: _____

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

STATEMENT of UNDERSTANDING:

I understand that reducing my enrolled hours may impact my financial aid, VISA status, military benefits, scholarships, etc. It is solely my responsibility to check with the appropriate individuals for information on how benefits are affected by this action.

12. Student Signature: _____
13. Advisor Signature: _____
14. *If applicable - Director International Office Signature: _____
15. If applicable – Instructor’s Dean Signature (for exceptions): _____
16. Records Office Verification (Wimberly, Room 102): _____

Please check: International Student: _____ Domestic Student: _____

Instructions:

- Step 1 – Student completes – Numbers 1-4, and 12.
- Step 2 – Academic Advisor completes – Numbers 5, 6, 7, 8, and 13.
- Step 3 – Instructor completes – Numbers 9 and 10 (**NOTE: This form expires 5 working days after the instructor signs.**)
- Step 4 – *If you are an International Student, you must also obtain the signature from the Director of the International Office - Number 14.
- Step 5 - Exceptions must be appealed to the instructor’s dean – Number 15.
- Step 6 – Submit to Record’s Office for verification - Number 16. **NOTE: Course Drop Form must be completed and submitted to the Record’s Office prior to the Penalty Free or Penalty Deadline for Dropping Courses (see Academic Calendar).**

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