

# Late Drop Form

## Authorization to Drop Classes after the Official Deadline

**Student's Name**

**Phone #**

**ID**

Student must complete the following and obtain the required signatures. This form is only valid until the assigned deadline. Please consult the Academic Calendar for the current term's Late Drop deadline date. After that day, the student must petition the Academic Standards and Scholastic Standing Committee.

List the course(s) you wish to drop					For each course listed, provide the Date Last Attended <u>OR</u> check the Never Attended box, and obtain the necessary signatures.		
CRN	Subj	Crse #	Sec #	Title	Date Last Attended	Never Attended	Instructor's Signature
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

**Advisor's Signature**

**Date**

Dropping a course is permitted with the approval of the student's academic advisor and course instructor. There is no penalty for failing work through the drop period. A "W" grade will be issued for the course and will be recorded on the transcript. After the deadline to drop courses students may not drop courses and the instructor will assign a letter grade other than a "W".