COURSE DROP FORM

A student may drop a class without academic penalty (“W” grade) by end of the third week of class or its equivalent in courses that meet less than a full semester. Although the instructor’s signature is not required, it is recommended that you inform the instructor of your decision.

Full-Time Students:

- *Please use the University Withdrawal / Leave of Absence Form if you are dropping from all courses.*
- Failure to carry a minimum of 12 credits (UG) or 9 credits (GR) as a full-time student may affect Satisfactory Academic Progress (SAP) and receipt of certain federal, state and other benefits, including but not limited to various financial aid programs, Veterans benefits, University-billed Sickness Insurance, and Social Security benefits. Students dropping below 12 credits (UG) or 9 credits (GR) are ineligible for participation in intercollegiate athletics. Students dropping below 12 credits (UG) or 9 credits (GR) will be defaulted to part-time status.

Part-Time Students:

- Dropping below 6 credits for part-time students may affect financial aid awarded.
- Refunds for part-time students, if applicable, are based on the date and time a course is dropped. Consult the Bursar’s website or registration calendar for the refund schedule.

Name: ___________________________ Student ID#: _______________ Term ____________

List the course(s) to be dropped below:

<table>
<thead>
<tr>
<th>5 digit CRN</th>
<th>Course (ex. MATH 101)</th>
<th>Section No.</th>
<th>Course Credits</th>
<th>Duration of Course</th>
<th>Instructor’s Name</th>
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Student’s Signature: ___________________________ Date: __________________________

Reason for Dropping

Before returning this form, please complete the following confidential information.

Check one:

☐ Too many hours outside employment
☐ Course too difficult
☐ Difficulty with teacher

☐ Too many courses
☐ Advising error
☐ Illness

☐ Paperwork error
☐ Time conflict with job
☐ Other ___________________________

Office Use Only:

Processed By: ___________ Date / Time: _____/_______ Code: DD  D1, D6, D4, D0 %______