

DROP REQUEST FORM

PRINT NAME _____ (Last) _____ (First) _____ (M.I.) QUARTER _____ YEAR _____

E-MAIL: _____ PHONE NUMBER: _____

CAMPUS IDENTIFICATION NUMBER: _____ DATE SUBMITTED ____/____/____
month day year

State serious and compelling reasons as to why you must drop this course(s):

Student's Signature _____ Date _____

DROPS

"W" DROP PERIOD									EMERGENCY "W" PERIOD	
SUBJECT	CATALOG NUMBER	CLASS NUMBER	SECTION NUMBER	UNITS	INSTRUCTOR SIGNATURE	DATE	DEPT/DIVISION CHAIR*	DATE	COLLEGE DEAN**	DATE
TECH	297	14862	03	4	←		EXAMPLE			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

DROP REQUEST INSTRUCTIONS

1. **STATE REASON FOR DROP REQUEST:**
Policy requires that all drops after the 7th day of instruction be for serious and compelling reasons ONLY.
2. **DROPS:**
 † **NO-RECORD DROP, USE GET or STAR** – Drops completed by the seventh day of instruction DO NOT require department/division/instructor approval.
 * **"W" DROP PERIOD** – Drops may be considered only for serious and compelling reasons and require the signatures of instructor and appropriate department/division chair. Documentation to support serious and compelling reasons may be required.
 ** **EMERGENCY WITHDRAWAL PERIOD** – Drops may be considered only for reasons deemed to be serious and compelling and require the signatures of instructor, department/division chair and school dean. Drops requested during this period usually involve **total withdrawal** from all classes.
3. After Emergency Withdrawal period, an appeal and official documentation to support request is required.
4. **SUBMIT COMPLETED FORMS** – to the Office of Enrollment Services, Admin. 146, with your **Golden Eagle Card**.

For assistance in completing this form, call or visit the Office of Enrollment Services, Admin. 146, (323) 343-3840.

† Saturdays are included as "days of instruction", Sundays and holidays are not.