

DROP REQUEST FORM — INSTRUCTIONS

The sample drop request form below is a guide to assist you in filling out your form correctly. The success of your drop transactions depends on your completing the form correctly.

Fill in name, student identification number, (CIN) quarter, year, and date submitted.

You must indicate course abbreviation and number, section number, and unit value for each course so your drop request form can be processed.

Refer to instructions below for appropriate approvals.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
OFFICE OF THE REGISTRAR

DROP REQUEST FORM

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

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										EMERGENCY "W" PERIOD	
"W" DROP PERIOD											
SUBJECT	CATALOG NUMBER	CLASS NUMBER	SECTION NUMBER	UNITS	INST. INSTRUCTOR SIGNATURE	DATE	DEPT/DIVISION CHAIR*	DATE	COLLEGE DEAN**	DATE	
TECH	297	14862	03	1			EXAMPLE				

DROP REQUEST INSTRUCTIONS

- STATE REASON FOR DROP REQUEST:**
Policy requires that all drops after the 7th day of instruction be for serious and compelling reasons ONLY.
- DROPS:**
 † **NO-RECORD DROP, USE GET OR STAR** – Drops completed by the seventh day of instruction for the term 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 college dean. Drops requested during this period usually involve **total withdrawal** from all classes.
- After Emergency Withdrawal period, an appeal and official documentation to support request is required.
- 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.

(3432) 5/07

See instructions above and on the next page for required signatures.

To take a class with CR/NC or A,B,C/NC grading option or to audit a class, go to Admin. 146 for processing.