

# 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 7<sup>th</sup> 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.