

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