

Office Use
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- Instructions:**
- 1) Print Clearly.
  - 2) Complete sections I and II.
    - Drop/Add requests on or after the 1<sup>st</sup> day of the semester must have the instructor's signature.
    - Instructors must provide a drop grade of **DR, WP, or FW** and last date of attendance for drop requests.
  - 3) Use section II for comments, if needed.
  - 4) Obtain signatures in Section IV when withdrawing from ALL classes.
  - 5) Submit this completed form to the Registrar's Office.

**Important:** Students who do not officially withdraw from a class may receive an "F".  
Financial Aid students must notify the Financial Aid Office of changes in their registration status.

## SECTION I

Date:		Student ID#	
Last Name:	First:	Middle:	
Student's Signature:			
Semester: Fall                  Spring                  Summer		Advisor's Signature:	

## SECTION II

ADD	DROP	DROP GRADE	COURSE				LAST DATE OF ATTENDANCE	INSTRUCTOR SIGNATURE
			PREFIX	NUMBER	SECTION	CREDIT HOURS		

## SECTION III

Comments:

## SECTION IV

When withdrawing from all classes, please obtain the following signatures:
Financial Aid:
Library:
Business Office: