



OFFICE OF THE REGISTRAR

REMOVING A STUDENT FROM A COURSE
(For faculty use only)

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Drop (week 1 only) No approval needed beyond faculty member.
No grade on official transcript.

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Withdrawal

Adviser and Dean approval required. Results in grade of "W" on the student's transcript.

Student Name: _____ **ID #:** _____

Please remove the above named student from my course as indicated:

_____-_____-_____
Subject Course # Section # CRN

Course Title: _____

Reason for this action: _____

Instructor Signature: _____ **Date:** _____

Adviser Signature: _____ **Date:** _____

Dean Signature*: _____ **Date:** _____

*Dean of school in which course is offered