

**INSTRUCTOR DROP REQUEST**

**Processed only through 12th week of semester**

_____		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STUDENT NAME (Last, First, Middle)		SOCIAL SECURITY NUMBER							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(WP/WF must be assigned after 6th week)		
CALL #	DEPARTMENT	COURSE #	SECTION	CREDIT HOURS	GRADE				
_____									
COURSE TITLE									
_____							_____		
DATE							INSTRUCTOR SIGNATURE		

This form is to be used to drop students from class due to non-attendance or excessive absence. The course will not appear on the student's record if dropped during the first six weeks of the semester. After the sixth week of classes a student must be assigned a grade of W/P or W/F (W/P or W/NC for graduate students).