This form is to be completed by the student and submitted to the appropriate university employees for clearance in the order they appear. You must complete one form per individual course. Incomplete forms will not be processed. Forms submitted after the published deadline will not be processed. Students who cannot acquire needed signatures should contact the relevant division Dean for guidance.

For students in ONLINE classes: Follow the step-by-step instructions provided within your online/internet assisted class in order to complete, digitally sign, and submit the form to your instructor within Canvas. Keep in mind that it will take a multiple of days to complete this process so be sure you start it early enough to allow for the time delay.

Student’s Name: __________________________________________

Student’s ID#: __________________________________________

*NOTE: If you are completely withdrawing (dropping all courses) from the semester, do not use this form. Please contact your Academic Advisor to begin the process.

If you have any kind of Financial Aid, it is highly recommended that you contact the Financial Aid Office prior to dropping.

Course to DROP:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ex. HIST 2013</td>
<td>Historical Concepts</td>
<td>D. Morgan</td>
</tr>
</tbody>
</table>

_________________________  ____________________________  __________

REASON for DROP ______________________________________________________

_________________________  ____________________________

Student’s Signature  Date

_________________________

Instructor’s Name  Date

_________________________

Advisor’s Name  Date

Revised 11/20/2018