

Dropping a Class – Excused/Failing Grade Form

Student #: _____ Student Name: _____

Dropping this course may affect your financial aid. Please contact the Student Financial Aid Office.

SEMESTER /YEAR	CATALOG #	SECTION	CLASS #	DEPT	COURSE TITLE	CR. HRS.	AUDIT?

Reason for Drop: _____

Student's Signature: _____ Date: _____

The above student is withdrawing from your class. Please indicate the student's final grade (Excused or Failing) and record on your class roll or in your grade book. (Instructor, please note: **YOU ARE STILL REQUIRED TO RECORD THE FINAL GRADE ON THE GRADE SHEET SENT TO YOU VIA WEB-BASED BY THE REGISTRATION OFFICE AT THE END OF THE SEMESTER.**)

[] EXCUSED [] FAILING _____
Instructor's Signature Date

(If Applicable):

Dean's Signature: _____ Date: _____

Please return this form to:

**REGISTRATION
351 MILLENNIUM STUDENT CENTER**

Revised 04/08

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