

COURSE DROP FORM

1. _____ 2. _____ 3. _____ 4. _____
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| 7. Course Abbreviation | 8. Number | 9. Section | 10. Signature of Instructor | 11. Date of Signature | 12. Assigned Grade (Q or F) |
|------------------------|-----------|------------|-----------------------------|-----------------------|------------------------------|
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INSTRUCTIONS:

Step 1: _____ 5. _____
 Step 2: _____ 6. _____
 Step 3: NOTE: This form expires 5 work days after instructor signs. 13. _____
 Step 4: NOTE: Course Drop Form must be completed
& submitted to the Records Office prior to the Penalty Free or Penalty Deadline for Dropping Courses
(see Academic Calendar). Exceptions must be appealed to the instructor's dean.