

DROP FORM

Student: _____ 20_____
 (Last, First, MI) Student ID No. Semester/Term Year

Dept	Course # & Section	Course Title	*Grade : W or F	Instructor's Signature	Date

STUDENT'S SIGNATURE

DATE

*** NOTE: Instructor's signature IS required after the published Drop date.**

STUDENT: Drops after the published Drop date are **NOT** official until this student-initiated form is completed and returned to the Office of the Registrar. Failure to do so will result in **NOT** being dropped from a class and receiving an F, FA or FN in course(s) you intended to DROP.

Refer to the Schedule of Classes for appropriate dates. You should consult your advisor prior to dropping a class. If you are dropping **all** classes, process an **Official Withdrawal from the University** Form available online instead of this Drop Form.

FACULTY: After Late Registration and Add/Drop periods have ended, the student may drop classes as follows:

1. Without record, before the 14th day;
2. With an automatic grade of "W", after the 14th day and until the last published date to drop;
3. With an Instructor's signature, after the automatic grade of 'W' period and prior to the mandatory 'F' period*;

**** A grade of W or F is given at the discretion of the instructor.**

See the APSU Bulletin and Schedule of Classes for additional information.

OFFICE OF THE REGISTRAR USE ONLY:

Hrs. Before Drop: _____ Refund: Yes _____ No _____

Hrs. After Drop: _____ % Refund: _____

Initial: _____ Date: _____

Distribution: **White** - Office of the Registrar
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