# DROP FORM SAMPLE

IF YOU INTEND TO DROP ALL COURSES THIS SEMESTER, DO NOT USE THIS FORM.
Go to the Office of Student Success, in the Strand Union Bldg., room 177, to discuss a University Withdrawal.
Otherwise, return this form to the Office of the Registrar, room 101 in Montana Hall.

Instructions, to be followed in the order listed:
1. Enter your information - use ink or fill the form online
2. Enter the course information - use ink or fill the form online.
3. The course instructor must sign approval.
4. Ask your advisor to sign the form, if needed.*
5. Ask your Academic College Dean to sign the form, if needed*
6. Student Athletes must have an Athletic Academic Coordinator’s signature.
7. Return this form, with YOUR signature, to the Registrar’s Office,
   Room 101, Montana Hall. You must present a picture ID with this form.

**STUDENT ID#:** 00000001  **TERM:** Fall  **AND YEAR:** 2017
**NAME (LAST, FIRST, MIDDLE):** Smith, Jane D.

**SIGNATURE:** STUDENT SIGNATURE REQUIRED

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>NUMBER</th>
<th>SECTION</th>
<th>CREDITS</th>
<th>TITLE</th>
<th>INSTRUCTOR’S SIGNATURE OF APPROVAL</th>
<th>LAST DATE OF ATTENDANCE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>21995</td>
<td>ECNS</td>
<td>204IS</td>
<td>001</td>
<td>3</td>
<td>Microeconomics</td>
<td>INSTRUCTOR’S SIGNATURE REQUIRED</td>
<td>10/05/17</td>
<td>10/11</td>
</tr>
</tbody>
</table>

**Signature Required** (see below)  **Date Signed**
**Signature of Academic Advisor** Date

*Signature needed if adding after the 5th semester day or if dropping after the 10th semester day.

**Signature Required** (see below)  **Date Signed**
**Signature of Academic College Dean** Date

*Signature needed if adding after the 10th semester day or if dropping after the official withdrawal deadline.

Grad Students: go to The Graduate School.

Student Athlete’s Athletic Academic Coordinator. **Signature Required** (if student athlete)