STUDENT’S NAME: _________________________ LAST        FIRST       MIDDLE

STUDENT ID _________________________ SEMESTER/YR _________ DROP Subject Course Class No.

1. Student’s Signature / Date
   Student is responsible for all financial obligations to the University.

2. Advisor’s Signature / Date

3. Bursar Rep. Signature / Date

4. Financial Aid Rep. Signature / Date

5a. Instructor’s Signature / Date
   Form will not be processed if grade is not issued by instructor.

   5b. Circle one grade – with FN, provide “date of last attendance”

   Instructor: Circle a grade, then forward form to your school Dean.
   DO NOT give form back to the student.

6. Dean’s Signature / Date
   Dean will sign after instructor has issued a grade.

7. Office of Student Records / Date

<table>
<thead>
<tr>
<th>GRADE OPTIONS</th>
<th>DEFINITION STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Student’s work in my class was of passing quality at the time of this drop.</td>
</tr>
<tr>
<td>F</td>
<td>Student’s work was NOT of passing quality at the time of drop.</td>
</tr>
<tr>
<td>FN</td>
<td>Student was failing my class at the time of the drop, because he/she stopped attending on (last date of attendance). Last date of attendance must be provided.</td>
</tr>
<tr>
<td>FNN</td>
<td>Student was failing my class at the time of the drop, because he/she “never attended.”</td>
</tr>
</tbody>
</table>

Distribution: Original – Student Records Copy – School (after processing)