Late Drop/Withdrawal

This form is used when a student is dropping any or all course(s) after the published deadline

LAST NAME _____ FIRST NAME _____ STUDENT ID #_____

SEMESTER/YEAR _____ STUDENT'S SIGNATURE _____ DATE _____

[1] You must <u>attach all required documentation of mitigating circumstances</u>
[2] Get all required signatures or form can NOT be processed
[3] Send completed form to the Records Office

I wish to drop the following courses **after the published deadline.**

The section below is to be completed by Instructors/TNeCampus contact: [Note to instructors: A grade **MUST** be assigned. If the student was passing at the time of mitigating circumstances-assign a "W"; if the student was not passing and does not have mitigating circumstances-assign an "F"] **The TNeCampus contact signs for TNeCampus courses only**.

Course ID _____ Grade to be issued for course is: __W __F Instructor's signature (or TNeCampus contact) _____

Course ID _____ Grade to be issued for course is: __W __F Instructor's signature (or TNeCampus contact) _____

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Course ID _____ Grade to be issued for course is: __W __F Instructor's signature (or TNeCampus contact) _____

Course ID _____ Grade to be issued for course is: __W __F Instructor's signature (or TNeCampus contact) _____

_____   _____

Signature of Dean or TNeCampus Administrator for course   Date

_____   _____

Signature of Dean or TNeCampus Administrator for course   Date

_____   _____

Signature of Financial Aid Administrator/Designee   Date

_____   _____

Signature of Records Office Administrator/Designee   Date