

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 attach all required documentation of mitigating circumstances

[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) _____

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) _____

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

Office Use Only:
Date Rcvd _____
Processed by _____
Roll Grade _____
CoSCC D-11-22-16
AA/EOE