**Dropping a Class – Excused/Failing Grade Form**

Student #: ________________________  Student Name: ____________________________________________

Dropping this course may affect your financial aid. Please contact the Student Financial Aid Office.

<table>
<thead>
<tr>
<th>SEMESTER / YEAR</th>
<th>CATALOG #</th>
<th>SECTION</th>
<th>CLASS #</th>
<th>DEPT</th>
<th>COURSE TITLE</th>
<th>CR. HRS.</th>
<th>AUDIT?</th>
</tr>
</thead>
</table>

Reason for Drop: _______________________________________________________________________

Student’s Signature: ___________________________  Date: ____________________________

The above student is withdrawing from your class. Please indicate the student’s final grade (Excused or Failing) and record on your class roll or in your grade book. (Instructor, please note: **YOU ARE STILL REQUIRED TO RECORD THE FINAL GRADE ON THE GRADE SHEET SENT TO YOU VIA WEB-BASED BY THE REGISTRATION OFFICE AT THE END OF THE SEMESTER.**)

[ ] EXCUSED  [ ] FAILING __________________________________________________________________

Instructor’s Signature  Date: ____________________________

(If Applicable):

Dean’s Signature: ___________________________________________  Date: ____________________________

Please return this form to:    REGISTRATION
269 MILLENNIUM STUDENT CENTER

Revised 04/08