

Please Check One: Veteran
Non-Veteran



RECOMMENDATION FOR DROPPING STUDENT FROM CLASS

This form is to be initiated by the instructor and processed through the office of the Dean of Students. Forms are available in that office and online.

Professor Drops **must** be processed by our office **before** the end of the semester, with or without counseling. **Notification of the drop should be made to the student by the professor if possible.**

Date _____

Student's Name _____

Student ID# _____

Course # _____ Name of Course _____ Section # _____

Remarks: (State number of absences and last date of attendance)

With this continued behavior he/she does not stand a reasonable chance of passing this course.

Yes

No

Please counsel this student before processing

Please process this drop without counseling

If you would like a student to be counseled before midterm or before the end of the semester, please allow at least 7 days for counseling.

Signature of Instructor _____ Ext. No. _____

Comments

Dean of Students _____

Registrar _____

Date _____