The sample drop request form below is a guide to assist you in filling out your form correctly. The success of your drop transactions depends on your completing the form correctly.

**DROP REQUEST FORM — INSTRUCTIONS**

1. **STATE REASON FOR DROP REQUEST:**
   Policy requires that all drops after the 7th day of instruction be for serious and compelling reasons ONLY.

2. **DROPS:**
   † NO-RECORD DROP GET OR STAR – Drops completed by the seventh day of instruction for the term DO NOT require department/division/instructor approval.
   † "W" DROP PERIOD – Drops may be considered only for serious and compelling reasons and require the signatures of instructor and appropriate department/division chair. Documentation to support serious and compelling reasons may be required.
   † EMERGENCY WITHDRAWAL PERIOD – Drops may be considered only for reasons deemed to be serious and compelling and require the signatures of instructor, department/division chair and college dean. Drops requested during this period usually involve total withdrawal from all classes.

3. **After Emergency Withdrawal period, an appeal and official documentation to support request is required.**

4. **SUBMIT COMPLETED FORMS**—to the Office of Enrollment Services, Admin. 146, with your Golden Eagle Card.

For assistance in completing this form, call or visit the Office of Enrollment Services, Admin. 146, (323) 343-3840.

† Saturdays are included as “days of instruction;” Sundays and holidays are not.

---

See instructions above and on the next page for required signatures.

To take a class with CR/NC or A,B,C/NC grading option or to audit a class, go to Admin. 146 for processing.