DROP REQUEST FORM — INSTRUCTIONS

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.

Fill in name, student identification number, (CIN) quarter, year, and date submitted.

You must indicate course abbreviation and number, section number, and unit value for each course so your drop request form can be processed.

Refer to instructions below for appropriate approvals.

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.