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

Print Name: ____________________________  Quarter: ____________________  Year: ____________

Campus Identification Number: _______ _______ – _______ _______ _______  Date Submitted: ________/_______/_______

State serious and compelling reasons as to why you must drop this course(s):

Student’s Signature: ____________________________  Date: ____________

Drops

Subject Catalog Class Section Units Instructor Department/Division College Dean Date

Drop Request 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, Use Get or Star
   † W Drop Period – Drops completed by the seventh day of instruction for the term DO NOT require department/division/instructor approval.
   † Emergency Withdrawal Period – Drops may be considered only for serious and compelling reasons, 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.