

DATE RECEIVED IN OFFICE

RETURN THIS FORM TO:
ADVISING SERVICES • 202 ESTABROOK HALL

LATE WITHDRAWAL APPLICATION FOR A COURSE NEVER ATTENDED

USE THE BACK OF THIS FORM OR ATTACH A WRITTEN STATEMENT EXPLAINING THE REASON FOR YOUR REQUEST

PLEASE PRINT

Name _____ Student ID# _____

College _____ Major _____

Local Address _____

Local Phone Number _____ E-mail _____

Semester and Year of Never Attended course _____

COURSE(S) NEVER ATTENDED

DEPARTMENT NAME	COURSE NUMBER	SECTION NUMBER	CREDIT HOURS	INSTRUCTOR

Course Instructors: Please provide information on this student's course attendance.

Student has attended: Regularly Irregularly Never No Record

Instructor Signature _____ Print Name _____

Date _____ Office Phone Number _____

Instructor Comments _____

Please sign and date below acknowledging that you understand the information printed on this application and that all information you have provided is true and correct. Furnishing false information to the University with the intent to deceive can result in expulsion from the University or any lesser penalty. (See standards of conduct, students' rights and responsibilities as explained in *Hilltopics*.)

If granted, this drop is processed by the Office of the University Registrar. A "W" will appear on your transcript.

Student Signature _____ Date _____

Office Use Only

Decision: Granted Denied Date _____ Advisor _____

Comments: _____
