



# Individual Course(s) Drop Request Form

Submit this form to the Registrar's Office for a course(s) you have never attended. Any form received after the first day of class requires a signature of approval from your academic advisor. Please note: A dropped course is removed from the official transcript and initiates a full refund for the total credits.

### Student Information

Name (please print) \_\_\_\_\_ ID number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number \_\_\_\_\_

Program \_\_\_\_\_ Class /Track \_\_\_\_\_

Course Code	Course Title	Trimester	Refund Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Credits Refunded:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Finance Office use:**

The student did not attend this course(s) and is entitled to a full refund.

Total amount refunded: \$ \_\_\_\_\_

Distribution List:

Finance (original)

Financial Aid

Assistant Registrar