

LATE DROP PROCESSING GUIDELINES

1. Complete all applicable parts of form.
2. Submit the form to the following individuals for signature in the sequence listed:
 - a. Athletes, international students, or G.I. Bill recipients to appropriate office(s), if applicable
 - b. Instructor of course
 - c. Chairperson of the department offering the course
 - d. Dean of the college of your major (undergraduate) or the Graduate Dean (graduate). If approved by the Dean, the form will be processed at the Dean's Office for a current term. For post-term, bring the form to the Registrar's Office for processing.

REASONS NOT ACCEPTED FOR A COURSE LATE DROP:

1. Forgetting to drop by the deadline
2. Hoping to improve GPA
3. Having trouble understanding the material
4. Bad test scores
5. Too many absences
6. Change of major

The use of this form is limited to the drop of a single course. It cannot be used to:

- ⊙ Withdraw (removing all units from a student's record in one term). To withdraw from the university, you must complete the term withdrawal process through WINS.
- ⊙ Change sections, levels, number of units, or grade basis. Use Course Change Form.