FACULTY DROP CARD

Term:_____ Year:_____ Section No:_____ Course Name & No. _____

STUDENT I.D. #	STUDENT'S NAME	EFFECTIVE DROP DATE

Note: The effective drop date should be entered in your roll book for the student listed above. This card should be turned in immediately to Admissions & Records upon determining that the student is no longer actively enrolled.

Instructor's Name:_____   **Dean's Signature:** _____

Instructor's Signature: _____

OFFICE USE ONLY:

☐ Processed   ☐ Not Processed _____ Staff _____ Date _____
Reason

11/2018: A&R: aa

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