



Instructor Initiated Drop Form

This form must be submitted to the Registrar's Office no later than the end of the third week of the term. **Only one student can be dropped per form.** The student will be dropped from the course without record of enrollment. After the third week, student must use the Drop form to request to drop.

Student Name:

Student ID Number:

Drop Reason (REQUIRED):

Term:

Year:

Subject:

Course Number:

Section:

Class Number:

Instructor Name (Print):

Instructor Signature:

Date

Please fill out the form completely and send to the Registrar's Office located in the Enrollment Center, Sage Hall. You may also e-mail this form from your campus e-mail address to registrar@csuci.edu. Incomplete forms will NOT be processed and will be sent back to the Instructor.

Administrative Use Only- Registrar's Office

Processed by: _____ PS Update: _____ Student Notified: _____
(Staff Initials) (Date) (Date)