

Texas Tech University Health Sciences Center

Late Drop Request

For dropping a course after the last day to receive an automatic grade of "W"

Instructions:

1. Use this form only when dropping a course after the 31st day of a long semester or 13th class day for summer sessions.
2. Instructor / Course Director responsible for the class must assign a grade of "W" or "WF"
3. **Must be signed by the instructor AND the student's academic dean AND the registrar's office**
4. Submit completed form to the Office of the Registrar, (2C400)

Please press hard, this is a three part form

Student R#		Student Name (last, first, m.i.)		Student School/Major	
Course CRN	Course Prefix	Course Number and Section		Grade (circle one) W WF	

Instructor Signature

Date

Academic Dean Signature

Date

Registrar's Office Signature

Date