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 last day to drop a course with an automatic "W" according to your school's/program's Academic Calendar dates.
2. Instructor of Record for the class must assign a grade of "W" or "WF"
3. **Form must be signed by the instructor and the School's Associate Dean or Dean**
4. Submit completed form to the Office of the Registrar, (2C400)

Student R#	Student Name (Last, First, M.I.)	Student School/Program

Course CRN	Course Prefix	Course Number and Section	Grade (check one)	
			W	WF

_____
Instructor Signature   *Date*

_____
Registrar's Office Signature   *Date*

_____
Associate Dean/Dean Signature   *Date*