



Undergraduate students who do not attend a class in the first two weeks (without communicating with the faculty member) should be dropped to prevent potential financial and/or academic penalties.

A "drop" removes the class from the student's transcript. A drop may only be applied through the last day of the add/drop period, after which the student remains financially responsible for the course(s) in accordance with the Bursar's Office refund policy below.

Students who officially withdraw from all classes shall be entitled to a refund of tuition based upon their official date of withdrawal, computed as follows:

Week Number	1 and 2	3 and 4	5 through 8	9 through 16
Refund:	100%	50%	0%	0%

Please complete this form and submit in one of two ways:

- 1) To your department secretary (if this is your department's process), OR
- 2) To the Records Office

DROPS MUST HAVE A DATE IN MyRIC NO LATER THAN THE FINAL ADD/DROP DATE OF THE SEMESTER (i.e., 2/4/19 for the spring semester).

Instructor: \_\_\_\_\_ Semester:  Fall  Spring Year: \_\_\_\_\_

Course Subject (i.e., ENGL): \_\_\_\_\_ Course Number: (i.e., 121): \_\_\_\_\_

Please drop the following student(s) for non-attendance during the first two weeks of class:

Student ID#: \_\_\_\_\_ Name: \_\_\_\_\_  
First Last

Student ID#: \_\_\_\_\_ Name: \_\_\_\_\_  
First Last

Student ID#: \_\_\_\_\_ Name: \_\_\_\_\_  
First Last

Student ID#: \_\_\_\_\_ Name: \_\_\_\_\_  
First Last

Student ID#: \_\_\_\_\_ Name: \_\_\_\_\_  
First Last

Student ID#: \_\_\_\_\_ Name: \_\_\_\_\_  
First Last