

Instructor Request to Drop Form

Instructions: In completing this form, you are initiating the instructor/administrative drop process for the student listed below

Course Information:

Instructor Name: _____

Course ID/Section: _____

Course Title: _____

Student Information:

Student ID: _____

Student First Name: _____

Student Last Name: _____

Reason Student is being referred: *(You must check at least one of the following)*

- Attendance
- Little or no coursework complete
- Failure to pass drug test

Last Date of Attendance and/or access of internet course:

Mentoring Steps: Submit Retention Early Alert

Faculty Member's Signature

Date _____

Dean's Signature

Date _____

Vice President for Academic Affairs

Date _____