City College of San Francisco

INSTRUCTOR-INITIATED DROP/WITHDRAWAL FORM

STUDENT NAME: _____
LAST FIRST M.I.

STUDENT ID NO. ___ ___ ___ – ___ ___ – ___ ___ ___ ___

Please check one: ☐ Summer ☐ Fall ☐ Spring TERM: 199 ___

CRN	SUBJ	CRSE	SEQ	DAYS	TIMES	UNITS	INSTRUCTOR

THIS STUDENT HAS STOPPED ATTENDING / PARTICIPATING IN THIS CLASS. PLEASE REMOVE THIS STUDENT'S NAME FROM MY CLASS ROLL.

_____ _____
INSTRUCTOR SIGNATURE DATE

- THIS FORM MAY BE FILED WITH THE OFFICE OF ADMISSIONS AND RECORDS ANY TIME PRIOR TO THE LAST DAY FOR WITHDRAWAL.
- IF THIS FORM IS FILED PRIOR TO THE LAST DAY TO DROP, NO NOTATION WILL APPEAR ON THE STUDENT'S PERMANENT RECORD.
- IF IT IS FILED BETWEEN THE LAST DAY TO DROP AND THE LAST DAY FOR WITHDRAWAL, A "W" SYMBOL WILL APPEAR ON THE STUDENT'S PERMANENT RECORD.
- THIS FORM MAY NOT BE FILED AFTER THE LAST DATE TO ASSIGN A "W" SYMBOL. STUDENTS REMAINING IN CLASS AFTER THIS DATE MUST BE ASSIGNED A SYMBOL (CONSISTENT WITH THE GRADING POLICIES) OTHER THAN "W".

Rev. 3/90 White Copy — Admissions & Records ★ Canary Copy — Instructor