



Records & Registration Office
 Richard Bland College of William & Mary
 11301 Johnson Road - South Prince George, VA 23805
 804-862-6100 – Ext. 9801 FAX – 804-862-6189

PRINT - Last Name First Name MI

Student ID - R#

CLASS DROP

Term _____ 20_____
 Fall/Spring/Summer

Course Name (Ex. MATH, SOC)	Number/Section	CRN #	Instructor's Name	Learner Mentor/Advisor's Name
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Please assist with the college's course evaluation process by indicating below why you are dropping this class.

Dropping this course may affect: Date of graduation Full-time status for College Residence/Athletics/etc. (Full-Time = 12 > credits) Financial aid/scholarships/military benefits (if applicable to me)
I have considered the information above and have decided to drop the course indicated above.
_____ Student's Signature Date

It is the students's responsibility to obtain the required/applicable approvals below.

- Learner Mentor/ Advisor Approval (**Required**)
 ("Signature" Required - Initials will NOT be accepted) _____ **Date** _____
- Financial Aid/V.A. Approval *(If applicable)* _____ **Date** _____
- Residence Life Approval *(If applicable)* _____ **Date** _____
- Athletics Department Approval *(If applicable)* _____ **Date** _____
- Global Student Success Approval *(if applicable)* - Maria Dezenberg _____ **Date** _____

Office Use Only

Credit Hours changed to _____ credits. Procedure completed *(Records & Registration Official)* _____

Official Drop Date _____

- Copies:**
- Student
 - Learner Mentor/ Advisor
 - Instructor
 - Cashier Office
 - Financial Aid Office
 - Residence Life
 - Athletics Dept
 - Records & Registration
 - Global Student Success