

# Drop a Course



Please bring completed form, along with a picture ID, to the Office of the Registrar at Queen Lili'uokalani Center (QLC) 010.

This form should be used for students who are requesting to drop a course within the In-Person Restricted Withdrawal Period (see Academic Calendar for dates). Students will receive a "W" grade. If you are dropping all your courses, please fill out a **Complete Withdrawal Request** found with your College or School's advising office or Graduate Division. This form is **NOT** to be used for Outreach College Extension courses or for Summer courses.

Any changes to your enrollment may impact benefits or services you are receiving. Contact the following office(s), if applicable.

- Financial Aid Services (recipients who drop in credit load below full-time)
- Student Housing Services (students who drop in credit load below full-time)
- Veterans Affairs (students receiving benefits who make any changes)
- Graduate Division (Graduate Assistants and tuition waiver recipients)
- International Student Services (non-immigrant students on F or J visas)
- East-West Center (EWC grantees)

## STUDENT INFORMATION – Please write legibly in blue or black ink

SEMESTER AND YEAR: \_\_\_\_\_ LEVEL (check one): UNDERGRADUATE GRADUATE

FULL NAME (Last, First, M.I.): \_\_\_\_\_ UH ID OR USERNAME: \_\_\_\_\_

## COURSE(S) TO DROP WITH "W" GRADE

CRN	SUBJECT	NUMBER	CREDITS*	REQUIRED BY INSTRUCTOR: DID THE STUDENT PARTICIPATE? YES or NO	REQUIRED BY INSTRUCTOR: PLEASE ENTER THE LAST DATE OF PARTICIPATION**	REQUIRED BY INSTRUCTOR: INSTRUCTOR'S SIGNATURE

\*If you are reducing the number of credits for a variable credit course, enter the total amount of credits you would like to be registered for.

\*\*For federal regulations any of the following can be considered to determine participation in the class:

- Physically attends a class where there is an opportunity for direct interaction between the instructor and students
- Submits an academic related assignment; taking a quiz or exam
- Participates in an interactive tutorial or is involved with computer assisted instruction; Participates in an online discussion
- Attends a study group as assigned by the instructor
- If you have no record of the student participating, please indicate "no participation."

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## REQUIRED APPROVALS

- During the In-Person Restricted Withdrawal Period, approval is **not required** for every school or college. Please see list: <https://manoa.hawaii.edu/registrar/registration/registration-changes/#drop>.
- After the In-Person Restricted Withdrawal Period has ended, school or college approval is **required** for all students.

GRADUATE PROGRAM CHAIR (Graduate Students Only): \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL/COLLEGE STUDENT ACADEMIC SERVICES: \_\_\_\_\_ DATE: \_\_\_\_\_

Undergraduate Students should see their **School or College Advising Office**: <https://manoa.hawaii.edu/undergrad/advising>

Graduate Students should see the Graduate Division at Spalding Hall 3<sup>rd</sup> Floor for approval.

SCHOOL OR COLLEGE REMARKS:

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_