Drop for Withdraw ("W") Grade Request Form

A **separate** form **must** be completed and submitted to Enrollment Services for **EACH** section the student wishes to drop for a "W" prior to the course section deadline.

SECTION TO DROP	CR. HRS.	OFFICE USE	INSTRUCTOR'S NAME

STUDENT SOCIAL SECURITY NUMBER

OR

7-DIGIT MACOMB STUDENT I. D. NUMBER

LAST NAME (space) FIRST NAME (space) MIDDLE INITIAL

- ☐ Fall
- ☐ Winter
- ☐ Spring/Summer

Year

SIGNATURE OF STUDENT AUTHORIZING DROP FROM CLASS DATE

All students should meet with their instructor before dropping a class.

DIRECTIONS:

1
A separate form **must** be filled out for **EACH** section.

2
Submit all copies to the Enrollment Office immediately or you may fax the completed form.
Locations and fax numbers:
Center Campus G-I20
fax 586.226.4787
OR
South Campus G-301
fax 586.445.7140

3
FINANCIAL AID STUDENTS:
Please contact the Financial Aid Office before you complete this form to avoid possible loss of financial aid.
586.445.7228

4
VETERANS:
Please notify the Veterans Service Center in writing or in person when you drop from a class.
South Campus
G-301

5
WARNING:
You will be considered Officially Dropped with a "W" Grade ***only if this form is processed by the last day to drop for a "W" printed on your class schedule receipt***.

It is the responsibility of the student, *NOT THE INSTRUCTOR*, to return this form to Enrollment Services.