



WESTERN MICHIGAN UNIVERSITY

Request to Late Drop a Course

Students who wish to drop a course after the Monday of the tenth week in the Fall/Spring semesters and after the fifth week of Summer I/Summer II sessions because of a genuine hardship (i.e., illness, death in the immediate family) must obtain the approval of the instructor. Students must be passing the course and provide supporting documentation. Note: A grade of "W" will appear on your transcript. Return completed form to the Office of the Registrar.

Please print clearly:

Date: _____

Last Name First Name MI

Western Identification Number (WIN) Birthday (mm/dd/yyyy)

Which semester/session are you requesting to drop?

Fall Spring Summer I Summer II Year: _____

Course Reference Number	Subject	Course Number
Example: 40015	BUS	2700

Reason for dropping: _____

Student Signature: _____

Instructor Comments: _____

Instructor Signature: _____ Date: _____