Special Permission to Drop Composition
(COMP)

Drop Deadlines for Spring 2012

January 12 – March 5: Drop requests approved during this time will be dropped without a “W” transcript notation.

March 6 – April 2: Drop requests approved during this time will be dropped with a “W” transcript notation.

After April 2: No drop requests will be approved.

Name_____________________________ Date_______________________

ID# 2 __ __ __ __ __ __ __ __

Subject, Catalog Number, and Section: _______________ (e.g. Comp 1a section 1)

Class Title: __________________________________________________________________________

Instructor: ___________________________________________________________________________

I, ___________________________ acknowledge that I will need the approval of my Instructor, the Director of University Writing, and the Dean of Academic Services before dropping this required writing course. (Gateway Students also need the approval of the Director of ESL.) If the drop is approved I understand that I must take the required seminar in the following semester. I also recognize that all students must follow the rate of work requirement of a minimum of 3 courses (12 credits) per term and 7 courses (28 credits) per academic year. If dropping this course would put me below the minimum rate of work, I am aware that my request would be denied.

Student’s Signature: ________________________________________________________________

We approve the above named student to drop composition.

Instructor’s Signature: _______________________________________________________________

Director of University Writing or Instructor: ______________________________________________

Director of ESL (Gateway Students Only): ______________________________________________

Academic Services Signature: _________________________________________________________

Office of the University Registrar ________________________________________________