Wabash.

Drop Notification

Step 1 The student fills out the information below and takes the form to the instructor for signature.

Student Name _____ _____ _____ **Date:** _____
Last First MI

Course # and Section # _____ **Instructor** _____

As the instructor of the above-named course, I acknowledge that the student and I have discussed his intention to drop the course.

Instructor Signature: _____

If you are an International Student, go to Step 2. Other students should proceed to Step 3.

Step 2 **INTERNATIONAL STUDENTS ONLY – take this form to the Director of International Programs for signature.**

Director of International Programs Signature: _____

Step 3 The student takes the instructor-signed Drop Notification form to his academic advisor.

Step 4 The academic advisor will perform the drop in Student Planning. Having the advisor perform this function is the equivalent of their sign-off on this change to the student's schedule. The advisor may keep this form as needed for advising files; it does not need to be returned to the Registrar's Office.

Notes on this process:

- This form, and the steps described above, will be used during the Fall and Spring semesters after the first week (5th class day) and until the end of the 12th week of classes. After the 12th week of classes, students are normally not permitted to withdraw from a course.
- First-year students who are dropping below four credits in a semester are encouraged to consult the Dean of Students Office.
- During the first four weeks of the Fall and Spring semester, when a student leaves a class, it is a **drop**. Beginning in the 5th week and until the 12th week of classes, when a student leaves a class, it is a **withdrawal**. Withdrawals remain listed on the student's transcript with a grade of W. This grade has no impact on the student's GPA; it is necessary for tracking purposes.
- **Consult the Registrar's Office with any questions about the drop or withdrawal process.**

Important information for financial aid recipients:

- Federal regulations require that all student financial aid recipients make satisfactory academic progress (SAP) toward graduation, which includes his "Pace of Progression." Dropping courses may negatively affect a student's financial aid eligibility in subsequent semesters.
- Renewal of the Indiana Freedom of Choice Award or 21st Century Scholarship may also be negatively affected by dropping courses.
- For more information on SAP Pace of Progression and Indiana grant renewal requirements, please refer to the Satisfactory Academic Progress policy on the Consumer Information web page, https://www.wabash.edu/aboutwabash/info.

Updated 2/13/2026