

**DROP / RESIGNATION FORM**

Semester (select one):  Fall/Holiday  Spring  Summer I/Mini  Summer II \_\_\_\_\_  
 (year)

Student ID: \_\_\_\_\_ Name: \_\_\_\_\_  
 Last First M.I.

*Please check Yes or No for the following questions. If you check "Yes" to any of these questions, you must obtain written approval/signatures from the appropriate office:*

Do you have financial aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Financial Aid	_____
Are you receiving VA benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Veterans Office	_____
Are you an International Student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Admissions	_____
Are you a Dual Credit Student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dual Credit	_____
Are you an Early College HS Student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ECHS Advisor	_____
Are you a Nursing Student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Nursing Dept	_____

Notes:

**I am aware that by dropping from courses I may be subject to the following academic/financial implications including but not limited to: Academic/Financial Aid Standing, Reduced Tuition Refund, Program Completion, Third Attempt Repeat Surcharges, and Six Drop Limit. Additional information can be found at [www.lee.edu/catalog](http://www.lee.edu/catalog).**

Do you wish to drop **ALL** of your courses for the semester?  
 Yes - if YES, complete the RESIGNATION section below  
 No - if NO, skip to the DROP section below

<b>RESIGNATION:</b>
Complete this section if you are dropping ALL of your courses for the semester.
Reason Code or Comment:

<b>DROP:</b>			
Complete this section if you are dropping a course but will still be enrolled in others for the semester.			
Course	Number	Section	Reason Code or Comment
MATH (Example)	1325 (Example)	4655 (Example)	4

**Reason Codes**

- |                                                        |                                             |
|--------------------------------------------------------|---------------------------------------------|
| 1. Active duty military service                        | 7. TSI status changed                       |
| 2. Change of family status/responsibility              | 8. Moving out of area/Transportation issues |
| 3. Death of a family member                            | 9. Dissatisfaction w/ my grades             |
| 4. Student responsible for care of sick/injured person | 10. Dissatisfaction w/ instructor           |
| 5. Personal illness                                    | 11. Financial issues                        |
| 6. Change in work schedule                             | 12. Other (please enter a comment)          |

Note: Completed Drops/Resignations will be processed as of the date they are received by the college (or on the next business date if received after hours). Drops/Resignations received after grades have been posted will NOT be honored.

Students who first began college in Fall 2007 or later at a public institution in Texas are subject to the **Six Drop Policy**. If you have reached your Six Drop limit, you will need to submit an Exemption form and supporting documents in order to have your drop request considered. You can download the Exemption form at <http://www.lee.edu/admissions/files/2012/02/6-drop-exemption-form.pdf>.

I certify by signing this form that I am aware of the above academic/financial implications and I am requesting to drop a class or totally resign from the semester indicated above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only Processed by: \_\_\_\_\_ Date: \_\_\_\_\_