INSTRUCTOR Form
To Drop a Class After the Deadline (SEAS) or Request a W (Columbia College)

Date: __________ Name of Student: ___________________________ UNI: _________

Course Title & Number: ___________________________________________

Name of Instructor: _____________________________________________

The student named above wishes to drop your course. Because the deadline for dropping courses has passed, approval of the Committee on Academic Standing is required. Your input is necessary for the Committee to consider the student’s petition.

1) Did this student ever attend your course?

2) Did the student complete written assignments, exams, or quizzes?

3) Is there any other information you consider relevant to this request? Do you object to the student dropping your course?

Please return this form to the student. If you have any questions, please contact the Center for Student Advising. Thank you.

__________________________ __________________________
Instructor’s Name Date

__________________________
Signature

Columbia Engineering Declared Majors only: In order to drop a class that is required for your major, you must get the approval and signature of your faculty adviser below.

Faculty Advisor: _____________________________________________

Center for Student Advising
403 Lerner Hall, MC: 1201
(212) 854-6378
(212) 854-2562 (f)

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