

# DROP FORM



183 College Drive • De Queen, AR 71832 • P.800.844.4471 • F.870.642.5088 • [www.cccua.edu](http://www.cccua.edu)

Student ID: \_\_\_\_\_ Name (PRINTED): \_\_\_\_\_

### 1. Select All That Apply:

- Student Initiated Drop                       Dropped by Administrator                       Dropped by Instructor
- Total Withdrawal from UA Cossatot. (This indicates you are dropping ALL courses for the semester)

Course ID	Section	Course Name	Instructor (PRINT)	Instructor Signature <b>REQUIRED*</b>	Last Date of Attendance <b>REQUIRED</b>

\*An instructor's signature is **REQUIRED** for each course dropped *unless* the student is a total withdrawal.  
An email from instructor may be attached to this form if signature is not attainable

### 2. Choose Your Reason for Dropping:

- Academic Difficulties                       Family Responsibilities                       Financial Reasons
- Lack of Transportation                       Dissatisfied with College                       Work Obligations
- Dissatisfied with Instructor                       Deceased                       Lack of Attendance
- Health/Medical Reasons                       Moved                       Other (Please Comment)
- Military Service or Spouse of Military Service – (Must see Financial Aid or Business Office to be Eligible for refund under Act 85 including spouse if dependent children in household)

Comments: \_\_\_\_\_

### 3. If receiving financial assistance, please contact the appropriate office(s) below before dropping:

- Financial Aid                       Career Pathways                       VA Educational Benefits

*Dropping a class may adversely affect your financial aid or scholarship. Check with the financial aid office and business office before dropping a class. It should be understood that the student will be responsible for tuition and fees incurred at the time of drop and may have to pay back any Title IV (PELL, SEOG) funds received for classes dropped.*

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**THIS FORM WILL NOT BE PROCESSED IF NOT COMPLETED IN FULL**