# Dropping a Corequisite Course Request Form
# The College of Arts and Sciences

**PLEASE NOTE**: Students wishing to drop one of two or more corequisite courses must complete Part 1 of the form, and obtain the appropriate approvals in Parts 2 and 3 before returning the form to the Dean's Office for consideration. Once the instructor and department chair have signed the form, the student must return the form to Scates 107 for consideration. If approval is granted, the Drop process is not complete until the student receives a Schedule Adjustment Form and takes it to the Registrar's Office. **Students whose declared major is NOT in the College of Arts and Sciences return the form to the Dean's office of their major, or to the Academic Counseling Center if they have not declared a major.**

---------------------------------------------------------------------------------------------------------------------

### Part 1. Student completes the following:

Name: _____

Banner U number: U __ __ __ __ __ __ __ __

Phone number: _____ E-mail: _____

Major: _____

Reason for requesting to drop the corequisite course(s):




---------------------------------------------------------------------------------------------------------------------

### Part 2. Instructor's information

The student named above has been registered for the course(s) listed below:

| CRN | SUBJECT | COURSE # | SECTION # | Credit Hours | Date first attended |
|-----|---------|----------|-----------|--------------|---------------------|
|     |         |          |           |              |                     |
|     |         |          |           |              |                     |

_____        _____

Instructor's signature                                             Date

---------------------------------------------------------------------------------------------------------------------

### Part 3. Departmental approval

**PLEASE NOTE: Departments <u>MUST</u> sign below to indicate approval to allow a student to drop one of two or more corequisite courses.**

_____        _____

Chair's signature [or designee]                                 Date

For office use only

Form picked up by student on _____        Initials: _____