

**Purpose:**

All Registration, including dropping courses, should be completed in Registration Central before the registration deadline: <https://vault.andrews.edu/registration/central>.

Use this form to **drop courses after the registration deadline and before the withdrawal deadline.**

**When... Who... Where... to Submit?**

- Use form after the registration deadline and before the withdrawal deadline (65% of the semester) ([see abbreviated calendar](#)). The Drop Form should not be used for students withdrawing from all courses; use a [Student Exit Procedure Form](#). After the withdrawal deadline of the semester, the Registration Exception Request form will be required if dropping courses.
- May be started by the student or advisor
- A fee will be charged for registration changes made *after* the registration deadline.
- The Drop Form must be completed, approved with all signatures, and submitted by the withdrawal deadline date.
- Email completed form to [academicrecords@andrews.edu](mailto:academicrecords@andrews.edu)

**Please Note:** Retain copies of all documents submitted. Allow 2 business days for processing from date received. Any communication will be sent to your AU email account.

**Student Information & Term**

Student Name:	Andrews ID:	Term:
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**Course Drop Information**

CRN	Subject & Course Number	Section	Course Title	Credits	Dates of Attendance	Instructor Signature

**Approvals Required**

Signature	Date
<b>Student:</b>	
<b>Advisor:</b>	

**Required for International Students Dropping Below Full-Time**

Signature	Total Semester Credits	Date
<b>International Student Services:</b>		
<b>Registrar's Office Use Only (Sign and Date)</b>		
Comments: Approved Denied	Date:	Signature: