DROPS/WITHDRAWALS

Friendly reminders:

Please remind students not to drop any courses on SalukiNet after the semester has started. Students need to contact base staff.

If student has not attended courses first weekend or second weekend (has not made prior arrangements with Base Coordinator) student must be dropped.

If withdrawing from all courses send CRF dropping the course(s) that have already started. The second half course will have to be dropped using the University Withdrawal form, the Withdrawal from needs to be sent to campus the following business day after the first teaching weekend of the second half.

If dropping course(s) that have started (not withdrawing to zero hours), CRF needs to be submitted to campus for processing.

If dropping second half course submit CRF to campus the following business day after the first weekend of the second half. Courses can only be dropped after course has started.

Signature needed

If student has not contacted base staff, in place of student signature write Administrative drop.

If student has contacted base staff (phone, email, fax, etc) in place of student signature indicate method of contact.

If student walks in, student will sign the CRF.

Drop date on CRF or the University Withdrawal form is the date the student corresponded with base staff.