

Drop Forms for Online Students

If you are an adjunct and do not go to any of our Clarendon College campuses, you can now fill out the drop forms for your online students digitally and send back to Student Services. (Doing it this way has been approved by Student Services.)

First, make sure you have installed the latest version of [Adobe Reader DC](#). When you receive an email from Student Services with a PDF version of the drop form attached, open it and use the “Fill & Sign” feature to fill in your “signature” and date. Save the file and attach to an email back to the person who sent it to you.

CLARENDON COLLEGE
Drop Form

Instructions

- To drop a course, fill out this form and obtain your instructor's signature (for online courses, please attach proof of communication with instructor concerning this drop).
- Return the form to the Campus Academic Advisor (Childress, Pampa & Amarillo students) or Registrar's office (Clarendon students) on or before the last day to withdraw as published in the catalog. Online students, fax or e-mail the form to the Registrar - brand.havens@clarendoncollege.edu or 808-874-1487.
- A grade of "W" will be assigned as of the date drop is processed.
- According to TEX 51.907, which limits student's withdrawals from college coursework, if you have reached your sixth course drop, you will not be dropped from this course.

Course Information

Fall Fall Mini Spring Summer I Summer II Summer 12 Week Year: 2019

Department: BCIS Course Number: 1305 Section: 195 Instructor's Name: Pamela Denney

For Instructor Use Only

Last Date of Attendance: 1/29/2019
Signature: Pam Denney Date: 2/3/2019

For Office Use Only

Financial Aid Recipient Residence Hall International Student Student Athlete

Unexcused
 N/A Dual Credit

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