

**GRAMBLING STATE UNIVERSITY**  
**REGISTRAR'S OFFICE**  
**REQUEST TO DROP A COURSE**

*(Due Date: By the Published Deadline Date publishes on Academic Calendar Each Semester or Session)*

Name: \_\_\_\_\_ GSU Student ID \_\_\_\_\_

Phone: \_\_\_\_\_ Level \_\_\_\_\_

Major: \_\_\_\_\_ Classification: \_\_\_\_\_

Today's Date \_\_\_\_\_ These Changes Give me \_\_\_\_\_ Hours

<i>Please select One Per CRN</i>	<i>CRN</i>	<i>COURSE SUBJ/COURSE NO. (ACCT 201)</i>	<i>COURSE DESCRIPTION</i>
<i>(Required Pull Down Menu to Show Drop )</i>			
<i>(Required Pull Down Menu to Show Drop )</i>			
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<i>(Required Pull Down Menu to Show Drop )</i>			
<i>(Required Pull Down Menu to Show Drop )</i>			
<i>(Required Pull Down Menu to Show Drop )</i>			

\_\_\_\_\_  
Student's Signature /Date

\_\_\_\_\_  
Advisor's Signature /Date

**To Be Completed by Office of the Registrar**

Processed By \_\_\_\_\_  
Staff Name Date

**For DocuSign Purposes:**

- The student will execute form.
- Please include the following link for Students to obtain the contact information for academic advisor to avoid forms from going to the President and others  
<https://www.gram.edu/news/index.php/university-contacts/>
- Form is forwarded to Advisor for signature
- Completed Form is copied to registrar@gram.edu , student, and academic advisor
- Please include a box for a veteran student or an athlete which will require
- Athletic Signature by Merlene Smith [stokesk@gram.edu](mailto:stokesk@gram.edu) and Veteran Affairs: Corey Pruitt [pruittc@gram.edu](mailto:pruittc@gram.edu)
- [A Work order will be submitted each semester to have form activated only during the drop period.](#)
- Completed form is forwarded to registrar@gram.edu