

Student Requests Drop

Student Affairs Notified

Janet Burch

Student Advisor Notified

Advisor Contacts Student

Before Midterm Logic

No response from student

Student responds yes to drop

Student responds NO to drop

Advisor forwards email to Registrar

Student Dropped by Records Office

Student Dropped by Records Office

Student NOT Dropped

Chad Philips

Two Business Days

Two Business Days



Student Requests Drop

Student Affairs Notified

Student Advisor Notified

Janet Burch

Faculty receives request

Faculty approval loop

Approves

Student Dropped by Registrar

Denies

Student NOT Dropped

Student responds NO to drop

Advisor Contacts Students

No Response after 72 hrs

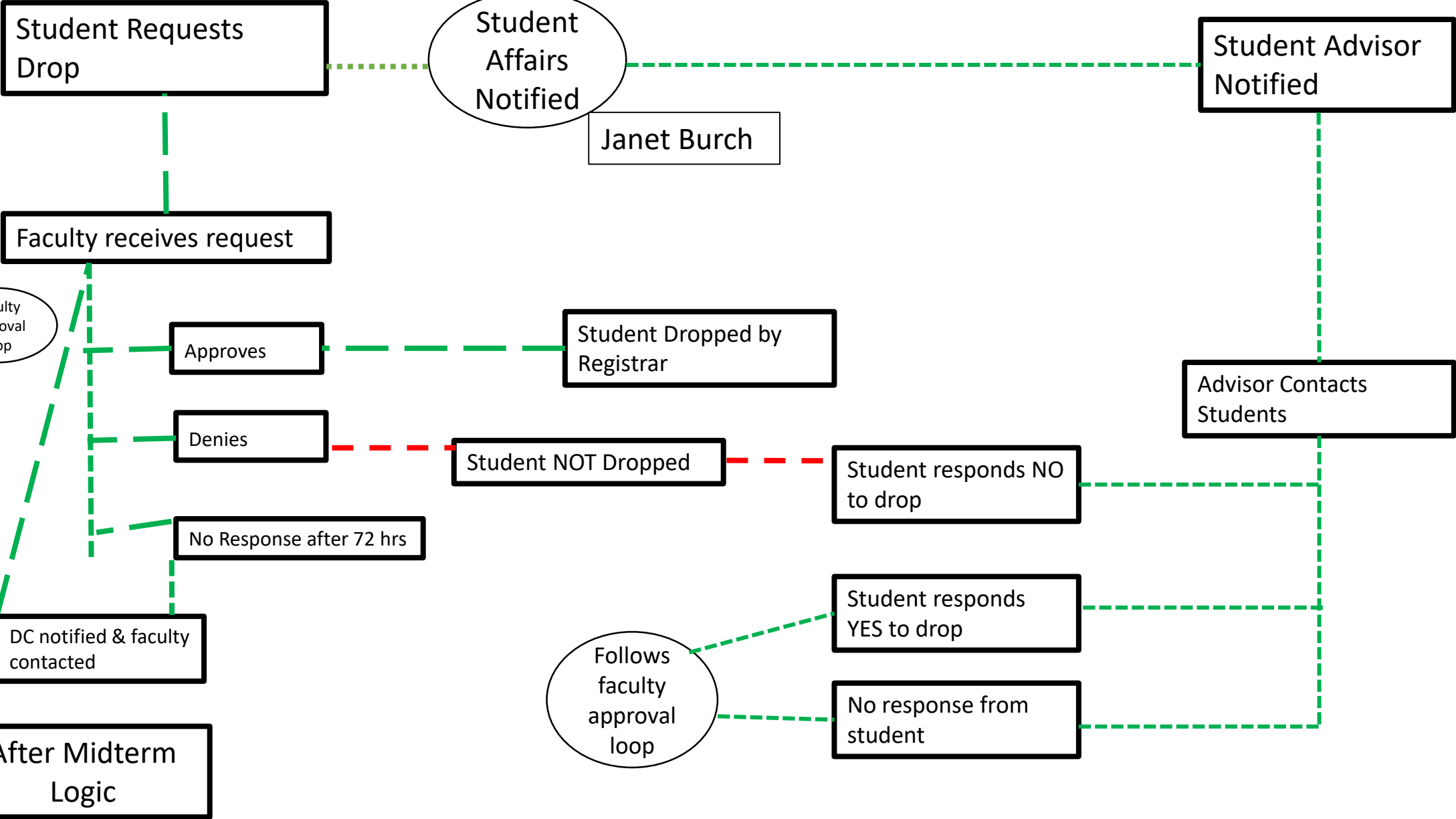
DC notified & faculty contacted

Student responds YES to drop

Follows faculty approval loop

No response from student

After Midterm Logic



DROP SCHEDULE

