



INSTRUCTIONS FOR COMPLETING THE LATE DROP REQUEST FORM

Please complete this entire form including the course information along with the drop and withdraw dates for all courses. Course information can be obtained from your Red Rocks Community College (RRCC) portal account (The Rock) or in the corresponding published term schedule, copies of which are available at the RRCC Lakewood and Arvada Campus or online at <http://www.rrcc.edu/schedule-catalog>

1. You must sign and date this form at the bottom. You must include a typed statement and any required documentation concerning the reason for the request (why you were **unable to drop the class(es)** before the published drop date). Requests received without this documentation will **NOT** be considered.
2. **You must return this completed and signed form to Enrollment Services before the end of the term in which you are registered for the classes you are requesting to drop.**
3. You will be notified by email, which will be sent to your college issued student email account, of the decision concerning your request.

***PLEASE NOTE:** If it was necessary for you to drop or withdraw from classes due to medical illness (of the student or immediate family member, military obligation, or death of an immediate family member), you may be eligible to request Tuition Credit. The appropriate forms to request Tuition Credit can be obtained from the Enrollment Services department.*

Sincerely,

Enrollment Services

Red Rocks Community College

303.914.6501 | enrollmentservices@rrcc.edu



LATE DROP REQUEST FORM

This form **MUST BE COMPLETED** by the end of the current term in which you are registered in order to request special consideration of a late drop.

Last Name: _____ First Name: _____ S# _____

Contact Phone # _____ Current Term: _____

Class(es) Requesting Consideration of a Late Drop:

*Please LIST All Courses affected by this request. INCLUDE the published drop/withdraw date for each one. *Example Below.*

CRN #	Course	Sec	Course Name	Published DROP DATE	Published WITHDRAW DATE
20132	ACC-101	001	Fundamentals of Accounting	02/3/2016	04/18/2016

REASON FOR YOUR REQUEST (Please type a statement on a separate sheet)

Late drop requests will only be considered for events that occurred which prevented you from being able to drop the class(es) before the published drop date. Please use a separate sheet of paper to type a statement that explains in detail why you were **unable to drop** by the published drop deadline. Requests submitted without this documentation will NOT be considered. Please note: If your request is related to medical issues (student or immediate family member), additional documentation will be required. If extenuating circumstances occur after the published drop date which prevent you from completing the class(es), speak with Enrollment Services to see if you are eligible to request tuition credit.

Financial Aid Information:

Did you APPLY for Financial Aid? YES NO

If yes, WHEN did you complete your application? _____

Were you AWARDED Financial Aid? YES NO

Did you ATTEND any of these courses? YES NO

If yes, what was your last date of attendance? _____

We highly recommend you meet with a Financial Aid representative concerning your request to drop class(es).

_____ (please initial) I understand that adjustment to my registration may result in a change to my financial aid eligibility and the requirement to "REPAY" a portion of my financial aid funds to Red Rocks Community College.

Records Information:

Have these courses been graded? YES NO

Your signature below certifies that the answers and information you provided above are true and accurate representations of your situation.

Student Signature: _____ Date: _____

Revised 3.1.2016

For Office Use Only

Denied Approved Processed by: _____ Date: _____