



Semester:	Fall	Spring	Summer
Year:	_____		

Grade X (Administrative Drop) Form

An instructor must give an “X” grade no later than the date specified in the academic calendar. Instructors may give an “X” grade to a student without the student’s consent.

Course title: _____ Abbrev.: _____ Course ID: _____ Credits: _____

Instructor: _____

Student’s name: _____ Student’s ID: _____

Signature of Instructor: _____ Signature of Dept. Chair giving “X” grade _____

Student’s Signature _____ Countersigned by Registrar: _____

Date: _____

TO BE GIVEN TO THE STUDENT

Grade X (Administrative Drop) Form

Course title: _____ Abbrev.: _____ Course ID: _____ Credits: _____

Instructor: _____

Student: _____

The following are the consequences of receiving an “X” grade:

- 1) An “X” grade does not affect your GPA.
- 2) While the administrative drop does not influence your GPA, the “X” grade cannot be a justification to request additional credits beyond the regular 30+3 additional credits per semester.
- 3) In case a student receives an “X” for a second time for the same course he or she will automatically be given F.
- 4) If you acquire two or more “X” grades, you must make up for the credits lost through summer sessions or additional semesters of study. This means you may have to study longer than eight semesters or four years.
- 5) The scholarship you may be entitled to will not cover extra semesters or summer sessions required to make up for the credits lost because of the “X” grade.
- 6) X grade, as well as NP (No Pass) grades will not allow students to be placed on the VPAA’s, President’s list.

Signature of Instructor: _____ Signature of Dept. Chair giving “X” grade _____

Student’s Signature _____ Countersigned by Registrar: _____

Date: _____