

# UNIVERSITY OF MINNESOTA

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Crookston Campus

Office of the Registrar

9 Hill Hall  
Crookston, MN 56716-5001

218-281-8548  
Fax: 218-281-8549  
Toll Free: 1-800-232-6466  
<http://umcrookston.edu>

## ONE-TIME DROP POLICY

Each student may, once during his/her undergraduate enrollment, withdraw from a course without college approval, and receive a "W" at any time up to and including the last day of class for the course (Excludes final exam week). For more information see **UNIFORM GRADING AND TRANSCRIPT POLICY**  
<http://www.fpd.finop.umn.edu/groups/senate/documents/policy/gradingpolicy.html>.

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**DIRECTIONS.** You may simply complete the required information below and submit it to the Office of the Registrar (by the deadline date) in one of three ways:

- (1) "copy" the entire completed form, "paste" into an e-mail message and send to [umcreg@umn.edu](mailto:umcreg@umn.edu)
  - (2) You may "save" a copy of the completed form and attach in an e-mail to [umcreg@umn.edu](mailto:umcreg@umn.edu); or
  - (3) Print out the completed form and fax to 218-281-8549.
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## REQUEST TO USE ONE-TIME DROP

LAST NAME:	
FIRST NAME:	
MIDDLE INITIAL:	
STUDENT ID NUMBER:	
COURSE SUBJECT, CATALOG #, AND SECTION # (e.g., GnAg 3652-2):	
UMC ADVISER:	

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