



TVCC Faculty Drop Form

Upon completion, this faculty drop form will be emailed to TVCC Advising at advisinghelp@tvcc.edu and advising staff will enter the student drop.

- After 3 business days, faculty should access class rosters on the [MyCardinalConnect](#) to confirm that the student has been dropped from their class according to the request submitted.
- If the student drop has NOT been recorded after 3 business days of submitting the drop form, contact advisinghelp@tvcc.edu to inquire of the status of the drop request.

Each course syllabus should clearly delineate the instructor's position for dropping students with regards to attendance, limited participation, or other reasons. Furthermore, the instructor should adhere to the stated drop policy and be consistently applied to all students enrolled in their course.

Submit this form to drop a student enrolled in your course AFTER the published semester census date but BEFORE the published semester drop date.

Students who are dropped will NOT be eligible to receive a grade at the end of the semester.

INSTRUCTOR

INSTRUCTOR NAME

COURSE

COURSE NAME (EX: ENGL) COURSE NUMBER (EX: 1301) SECTION (EX: ATH01)

SEMESTER

STUDENT NAME

STUDENT NAME TVIN

REASON FOR DROP