TO DROP A COURSE NOW
EAST TENNESSEE STATE UNIVERSITY
OFFICE OF THE REGISTRAR
DROP POLICY

Dropping a Course – A course(s) may be dropped during the first eight (8) weeks of a regular semester. Learning Support courses (those with L01 thru L99 sections) may not be dropped without permission from the University Advisement Center, second level, D.P. Culp Center. Please refer to the Academic Calendar (http://www.etsu.edu/etsu/academicdates.asp) for official dates. Courses dropped during the first two weeks will not appear on the student’s permanent record. Students who drop a course after the second full week will receive the grade of “W.” (During the Summer Session or when courses do not conform to the established term dates, the schedule is adjusted appropriately to fit the condensed time frames.)

After the eighth week, a student may not drop a course, except where verifiable extenuating circumstances can be demonstrated. Please refer to the Academic Calendar (http://www.etsu.edu/etsu/academicdates.asp) for official dates. A petition for a late drop may be presented by the student for consideration to the dean of the college or school in which the student is majoring as of the beginning of the semester. (All graduate students should take their forms to the Dean of the School of Graduate Studies.) Verifiable extenuating circumstances may include illness, accidental injury, or other appropriate reasons.*

* If approved by the dean, the student will receive a grade of “W” (Withdrawn) or “WF” (Withdrawn – Failing), as assigned by the instructor of the course. All approved petitions for late drops must be received in the Office of the Registrar no later than 4:30 p.m. (Monday through Friday), two days before the end of classes for all academic terms. Under no circumstances will a student be permitted to drop a course after that time.

LATE DROP PETITIONS SHOULD BE DIRECTED TO THE FOLLOWING:
FORMS ARE IN THE DEAN’S OFFICE

<table>
<thead>
<tr>
<th>UNDECLARED STUDENTS</th>
<th>Dr. Caroline Jackson</th>
<th>423-439-5244</th>
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<tr>
<td></td>
<td>ARC, 2nd level of the D. P. Culp Center</td>
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<tr>
<th>COLLEGE OF ARTS AND SCIENCES</th>
<th>Dr. Dan Brown or designee</th>
<th>423-439-5248</th>
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<td>ARC, 2nd level of the D. P. Culp Center</td>
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<tr>
<th>COLLEGE OF BUSINESS AND TECHNOLOGY</th>
<th>Dr. Carroll Hyder</th>
<th>423-439-6984</th>
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<tr>
<td></td>
<td>213 Sam Wilson Hall</td>
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<tr>
<th>COLLEGE OF EDUCATION</th>
<th>Joel Tramel</th>
<th>423-439-7626</th>
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<tr>
<td></td>
<td>323 Warf-Pickel Hall</td>
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<tr>
<th>COLLEGE OF CLINICAL AND REHABILITATIVE HEALTH SCIENCES</th>
<th>Dr. Don Samples</th>
<th>423-439-7454</th>
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<tr>
<td></td>
<td>384 Lamb Hall</td>
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<tr>
<th>COLLEGE OF NURSING</th>
<th>Scott Vaughn</th>
<th>423-439-4578</th>
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<td>230 Roy S. Nick Hall</td>
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<tr>
<th>COLLEGE OF PUBLIC HEALTH</th>
<th>Dr. Robert Pack</th>
<th>423-439-4243</th>
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<td></td>
<td>104 Lamb Hall</td>
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<tr>
<th>SCHOOL OF CONTINUING STUDIES AND ACADEMIC OUTREACH</th>
<th>Dr. Rick Osborn</th>
<th>423-439-4223</th>
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<tr>
<td></td>
<td>902 W. Maple Street</td>
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<tr>
<th>SCHOOL OF GRADUATE STUDIES (all graduate level students)</th>
<th>Dr. Cecilia McIntosh</th>
<th>423-439-4221</th>
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<tbody>
<tr>
<td></td>
<td>Dr. Karin Bartoszuk</td>
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<td></td>
<td>309 Burgin Dossett Hall</td>
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PETITION FOR LATE DROP

I. POLICY AND PROCEDURES
University Policy "...after the eighth week a student may not drop a course, except where verifiable extenuating circumstances can be demonstrated. A petition for late drop may be presented by the student for consideration to the dean of the college or school in which the student is majoring as of the beginning of the semester...During the Summer Term, this schedule is adjusted appropriately to fit the condensed time frame..." Poor performance in a course is not considered justification for a late drop.

Dropping a course may adversely affect your housing status, financial aid, lottery scholarship, or other scholarships. Contact the appropriate office before dropping a course. Learning Support courses (those with L01 thru L99 sections) may not be dropped without permission from the University Advisement Center, second level, D.P. Culp Center.

PROCEDURES:
A. Student initiates process by obtaining PETITION form from the Records Office, Burgin E. Dossett Hall, room 101.
B. Student presents completed petition (including instructor input) and documentation to the dean of major or his/her designee for review.
C. The dean or designee may request a conference with the student to discuss this petition.
D. Dean approves or disapproves the petition, notifies student, and (if approving) completes LATE DROP APPROVAL form which is valid for three working days after the date of the dean’s approval.
E. Student must pick up the LATE DROP APPROVAL form and take it to the Records Office. After the last day to withdraw for the term, all students must present the petition to the Provost’s designee for evaluation prior to bringing it to the Office of the Registrar. The designee is located in the Office of Undergraduate Student Advisement, second level, D.P. Culp Center Welcome Center.
F. Students should continue attending class and submitting coursework while awaiting the Dean’s decision.

Notes: LATE DROP APPROVAL forms must be received in the Office of the Registrar no later than 4:30 p.m. two days before the end of classes for all academic terms. Please refer to the Academic Calendar (http://www.etsu.edu/etsu/academicdates.asp) for official dates.

If you are a veteran or veteran dependent utilizing VA Educational Benefits, you must provide an updated concise student schedule to the Office of Veteran Affairs any time you add or drop a class. Failure to do so can result in a financial debt and/or revocation of benefits.

II. STUDENT COMPLETES THIS SECTION

Student’s name: ____________________________ Date: ____________________________

Last First

E# ___________________________________________________________________________ Cum GPA __________

Major: ____________________________

Total Credits Currently Enrolled: ____________________________

Classification: Fr. So. Jr. Sr. (circle one)

Phone number: ____________________________ Email: ____________________________

Permission is being sought to drop: ____________________________ Instructor: ____________________________

Dept. Course Section

Currently enrolled in the following other courses:

Dept. Course Section

Dept. Course Section

Dept. Course Section

If you receive financial aid or Veteran’s benefits, list all types you receive:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
III. STUDENT SECTION – CONTINUED

EXTENUATING CIRCUMSTANCES WHICH JUSTIFY DROP REQUEST

(Attach appropriate documentation or give name of individual who can verify circumstances – i.e., physician, employer, etc. If your reasons are of a very personal nature, you may wish to state those reasons verbally to the dean or designee.)

________________________________________________________________________

________________________________________________________________________

Additional information: Have you discussed your situation with the course instructor?
When?

Have you attended class regularly? Have you taken all regularly scheduled exams?

Have you discussed your situation with your academic advisor? What are your exam/project grades?

What is your advisor’s name?

________________________________________________________________________

The above statements are true and accurate to the best of my knowledge.

Signed: Student’s signature Date

IV. FOR INSTRUCTOR’S USE

Has the student discussed his/her performance in the course with you, with a view toward completion of the course?

Has the student’s attendance record been satisfactory?

At this point, what is the student’s grade in the course?

ADDITIONAL COMMENTS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signed: Instructor’s signature Date

V. FOR DEAN’S USE

If drop is approved, complete LATE DROP APPROVAL FORM.

Approved Disapproved Signature Date:

Revised 12/2/2010; 07/26/2011; 01/30/2012; 02/15/2012; 03/23/2012; 4/8/2013; 9/30/2013; 9/30/2013
LATE DROP APPROVAL

Note: This form must be received in the Office of the Registrar not more than three working days after date of Dean’s signature and not later than 4:30 p.m. two days before the end of classes.

Student Name: ___________________________  Student Number: ___________________________

Course: ___________________________  Instructor’s Name: ___________________________
        DEPT-COURSE-SECTION

Grade Assigned:  W    WF   (circle one)

Signed: ___________________________________  Date: ___________________________
        DEAN

Office of the Registrar: ___________________________  PROCESSED BY DATE