

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) calendar weeks of a regular semester. Developmental studies courses cannot be dropped without written permission of the director. 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 of classes through the eighth 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.** 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 Graduate School.)* Verifiable extenuating circumstances may include illness, accidental injury, or other appropriate reasons.

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If approved by the dean, the student will receive a grade of "W" (Withdrawn) or "WF" (Withdrawn - Failing), as assigned by the instructor of the course.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

COLLEGE OF ARTS AND SCIENCES	ARTS AND SCIENCES IN THE ARC 2nd Level of D. P. Culp Center Dr. Dan Brown	EXT. 95248
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UNDECLARED MAJORS	DR. CAROLINE JACKSON ARC 2 ND FLOOR CULP CENTER	EXT. 95244
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COLLEGE OF BUSINESS AND TECHNOLOGY	DR. CARROLL HYDER OR DR. GARCEAU 316 SAM WILSON HALL	EXT. 95275
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COLLEGE OF EDUCATION	REBECCA LOYD 321 WARF – PICKEL HALL	EXT. 97628
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COLLEGE OF NURSING	SCOTT VAUGHN 230 ROY S. NICKS HALL	EXT. 94578
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COLLEGE OF PUBLIC HEALTH	DR. RANDY WYKOFF 102 LAMB HALL	EXT. 94243
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COLLEGE OF CLINICAL REHABILITATIVE HEALTH SCIENCES	DR. NANCY SCHERER	EXT.97457
SCHOOL OF GRADUATE STUDIES <i>(all graduate level students)</i>	DR. CECILIA MCINTOSH OR DR. JEFF POWERS-BECK	EXT. 94221

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: _____