

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If approved by the dean, the student will receive a grade of "W" (Withdrawn) or "WF" (Withdrawn - Failing), as assigned by the instructor of the course.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	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 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	PATRICIA SMITH 230 ROY S. NICKS HALL	EXT. 94578
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COLLEGE OF PUBLIC AND ALLIED HEALTH	RANDY WYKOFF 102 LAMB HALL	EXT. 94243
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SCHOOL OF GRADUATE STUDIES <i>(all graduate level students)</i>	DR. CECILIA MCINTOSH OR. DR. JEFF POWERS-BECK DR. WAYNE GILLESPIE 309 BURGIN DOSSETT HALL	EXT. 94221
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PETITION FOR LATE DROP-UNDERGRADUATE

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 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...During the Summer Term; this schedule is adjusted appropriately to fit the condensed time frame..." (page 29, *Spectrum*) **Poor performance in a course is not considered justification for a late drop.**

Dropping courses may adversely affect your housing status, financial aid, lottery scholarship, or other scholarships.

Developmental Studies courses may not be dropped without permission from the University Advisement Center, 2nd level, Culp Center. (page 29, *Spectrum*)

PROCEDURES:

- A. Student initiates process by obtaining PETITION form from the Records Office, Burgin E. Dossett, Rm. 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 the Office of the Registrar. The designee is located in the Office of Undergraduate Student Advisement, 2nd Level, and Culp Center Welcome Center.

Note: 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.

II. STUDENT COMPLETES THIS SECTION

Student's name: _____ Date: _____
Last First

Student ID number: _____ Cum. GPA _____

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
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Dept. Course Section	Dept. Course Section	Dept. Course Section
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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: _____