



**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.)

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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: \_\_\_\_\_

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Signed: \_\_\_\_\_  
Instructor's signature Date

**V. FOR DEAN'S USE**

If drop is approved, complete below.

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Grade Assigned W WF (Circle One)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

LATE DROP REQUESTS SHOULD BE DIRECTED TO THE FOLLOWING:

UNDECLARED (or Academic Focus Area) STUDENTS	<b>University Advisement Center</b> 355 Sherrod Library (3rd Floor)	423-439-5244
COLLEGE OF ARTS AND SCIENCES	<b>Dr. Martha Michieka or Designee</b> 355 Sherrod Library (3rd Floor)	423-439-5248
COLLEGE OF BUSINESS AND TECHNOLOGY	<b>Dr. Anthony Pittarese</b> 213 Sam Wilson Hall	423-439-6984
CLEMMER COLLEGE	<b>Jessica Wang</b> 319 Warf-Pickel Hall	423-439-7616
COLLEGE OF CLINICAL AND REHABILITATIVE HEALTH SCIENCES	<b>Megan Roberts</b> 102 Hutcheson Hall	423-439-7424
COLLEGE OF NURSING	<b>Karen Hirst</b> 230 Roy S. Nicks Hall	423-439-4523
COLLEGE OF PUBLIC HEALTH	<b>Dr. Robert Pack</b> 104 Lamb Hall	423-439-4243
SCHOOL OF CONTINUING STUDIES AND ACADEMIC OUTREACH	<b>Dr. Jill LeRoy-Frazier</b> 213 Nell Dossett Hall	423-439-4223
SCHOOL OF GRADUATE STUDIES <i>(all graduate level students)</i>	<b>Dr. Karin Bartoszuk</b> 309 Burgin Dossett Hall	423-439-4221