

**EAST TENNESSEE STATE UNIVERSITY**  
**Request to Late Drop Some, but NOT All Courses**

**I. PROCEDURES**

**Note:** deadline dates for Late Drops with Dean Permission - see academic calendar: <https://www.etsu.edu/ehome/academicdates/>

- A. Student initiates process by obtaining request form from the Records Office, Burgin E. Dossett Hall, room 101.
- B. Student presents completed request (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 request.
- D. Dean approves or disapproves the request, notifies student, and (if approving) completes the form which is valid for three working days after the date of the dean's approval.
- E. Student must pick up the request form and take it to the Records Office.
- F. **Students should continue attending class and submitting coursework while awaiting the Dean's decision.**

**II. STUDENT COMPLETES THIS SECTION**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Student E Number: \_\_\_\_\_ Major: \_\_\_\_\_ 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:

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### 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 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. Daniel Westover</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>Joel Tramel</b> 321 Warf-Pickel Hall	423-439-7626
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