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
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 below.

Approved _____ Disapproved _____ Grade Assigned W WF (Circle One)

Signature _____ Date: _____

Revised 7/25/2019

LATE DROP REQUESTS SHOULD BE DIRECTED TO THE FOLLOWING:

UNDECLARED (or Academic Focus Area) STUDENTS	**University Advisement Center** 355 Sherrod Library (3rd Floor)	423-439-5244
COLLEGE OF ARTS AND SCIENCES	**Dr. Daniel Westover** 355 Sherrod Library (3rd Floor)	423-439-5248
COLLEGE OF BUSINESS AND TECHNOLOGY	**Dr. Anthony Pittarese** 213 Sam Wilson Hall	423-439-6984
CLEMMER COLLEGE	**Joel Tramel** 321 Warf-Pickel Hall	423-439-7626
COLLEGE OF CLINICAL AND REHABILITATIVE HEALTH SCIENCES	**Dr. Don Samples** 384 Lamb Hall	423-439-7454
COLLEGE OF NURSING	**Dr. Wendy Nehring** 310 Roy S. Nicks Hall	423-439-7051
COLLEGE OF PUBLIC HEALTH	**Dr. Robert Pack** 104 Lamb Hall	423-439-4243
SCHOOL OF CONTINUING STUDIES AND ACADEMIC OUTREACH	**Dr. Jill LeRoy-Frazier** 213 Nell Dossett Hall	423-439-4223
SCHOOL OF GRADUATE STUDIES ***(all graduate level students)***	**Dr. Karin Bartoszuk** 309 Burgin Dossett Hall	423-439-4221