



LATE DROP APPEAL

NAME: _____

PEOPLESOFT #: _____

COURSE TO BE DROPPED: _____

Are you: a full-time student a part-time student

If full-time, will you still have a minimum of 12 credits on your schedule without this course? Y N

NOTE: During the fall and spring semesters, a limited extended drop period will be granted to students who wish to drop a class, with dean's permission, as long as they remain full-time.

If you are or will be enrolling in courses part-time, please provide an explanation below for why this late drop should be granted.

Once the extended drop period has ended, students must demonstrate emergency or exceptional circumstances in order to receive permission to drop a course. If you are submitting this request after the extended drop deadline, please provide a full explanation for why you should be allowed to drop this class late, including documentation that substantiates an emergency or exceptional circumstance.

Please check one of the following:

*I have not spoken with my academic advisor regarding this late drop request.

*It is highly recommended that you discuss this further with your academic advisor.

I have spoken with my academic advisor regarding this late drop request.

**Please note that dropped courses may affect graduation eligibility.

Student Signature _____

Today's Date _____

Assistant Dean Signature _____

Today's Date _____

Approved Not Approved Reason: _____