Course Late Drop/Withdrawal Request Form

**FSU Students:** this form is to be submitted with the Student Central generated course drop form

**FAMU Students:** this form is to be submitted before the course withdrawal link is available in iRattler

Date: ___________________________  Home University: □ FAMU  □ FSU

Student Name: ______________________  Student ID: ______________________

Major: □ Chemical/Biomedical  □ Civil/Environmental  □ Electrical/Computer  □ Industrial

□ Mechanical  □ Pre-Engineering

College of Engineering Course Late Drop/Withdrawal Request Policy (effective Fall 2017)

I understand that under the policies set forth by the FAMU-FSU College of Engineering, all pre-engineering students and students classified as Lower Division (less than 60 hours) by FSU, are limited to a total of two (2) “late drops” only. Students who reach their “two late drops” limit will NOT be permitted another late drop until they enter their intended engineering major and are not classified as Lower Division (FSU students). Students who have declared their degree granting engineering major and are not classified as Lower Division (FSU students), are permitted a grand total of three (3) “late drops”, only. I further understand that no drops will be approved beyond the late drop deadline of the semester except in certified cases of personal illness, death of an immediate family member, military service obligation, or other extenuating circumstances. Dropping a course does not remove fee liability.

Student Signature ___________________________  Date: ___________________________

Course to be dropped: ______    Credit hours: _____    Term/Year: ___

Total credits remaining after drop: _____

Reason for Drop/Withdrawal Request (check as many as apply):

□ Academic performance in class  □ Financial

□ Personal illness  □ Family Emergency

□ Military service obligation  □ Administrative Error

□ Other: __________

Office Use Only (Do NOT write in this box)

- Pre-Engineering and FSU Lower Division: 1st Late Drop  Final late drop  Excused*
- Declared Major and NOT CLASSIFIED as Lower Division (FSU): 1st Late Drop  2nd Late Drop

Final late drop  Excused*

* For drops that will not count in final tally due to extenuating circumstances

Signature of Staff Member: ___________________________  Date: ___________________________
