

LATE DROP PROCEDURES-2010

Before Exam Week:

Before the “Withdraw” date: Students need to write a letter specifically stating why they are dropping the course(s) so late in the semester. A late drop/add form needs to be completely filled out by the student. The completed add/drop form & the letter needs to be presented to Bob for final approval. All documentation needs to be taken to the Student Success Center, formerly, Advising Resources & Special Programs (ARSP)-200 Student Services Building (STU) for final approval.

After the “Withdraw” date: Students need to obtain signatures from their instructor and chair as well as a statement of support from the instructor or chair. Mike Messner, the Director of SASC, reviews all appeals. Remember that Complete Withdrawals can be done up until Friday, April 22.

After Exam Week:

Student needs to write a letter addressed to the *Academic Review Committee* stating why they are dropping this late in the semester. A drop/add form is also needed to be completely filled out by the student and signed by their professor and Bob. The student then takes all of this documentation over to the Records Department-150 Student Services Building (STU).

Notes:

CLAS Dean's Office only handles late adds.