Florida A&M University - Florida State University COLLEGE OF ENGINEERING
Course Late Drop/Withdrawal Request Form

Additional Action Required!
FSU: If approved, submit with course drop form generated in Student Central
FAMU: If approved, follow instructions on withdrawal link 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 Basic Division (UGST) 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 Basic Division (FSU UGST). Students who have declared their degree granting
engineering major and are not classified as Basic Division (FSU UGST), 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 Basic Division: 1st Late Drop Final late drop Excused*
- Declared Major and NOT CLASSIFIED as Basic Division (FSU UGST): 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: __________________