



FAMU-FSU Engineering

Course Late Drop/Withdrawal Request Form

FSU Students: Submit this form along with the Student Central generated course drop form.

FAMU Students: Submit this form, and then the course withdrawal link will be made 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 for FSU students leave Lower Division. Students who are coded in a degree granting engineering major and are classified as Upper Division by FSU are permitted a grand total of three (3) "late drops" only. I further understand that no drops will be approved after the late drop deadline of the semester except in documented cases of administrative error, personal illness, death of an immediate family member, military service obligation, or other extenuating circumstance. Dropping a course does not remove fee liability. Students are not permitted to drop a course if there are pending charges or imposed sanctions for an Academic Honor Policy violation.

(initials) I attest that there are no pending charges for Academic Honor Policy violations being held against me nor have any sanctions been imposed for this course.

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):

- | | |
|--|---|
| <input type="checkbox"/> Academic performance in class | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Personal illness | <input type="checkbox"/> Family Emergency |
| <input type="checkbox"/> Military service obligation | <input type="checkbox"/> Administrative Error |
| <input type="checkbox"/> 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 Student Services Staff Member: _____ Date: _____