How to drop a course after the drop/add deadline (FSU)

**Lower division students** (Primary Program UGST, 60 hours or less), please contact the Division of Undergraduate Studies at undergradstudies@fsu.edu for approval.

**Upper division students** (Primary Program BACH), follow the instructions below.

Please refer to [https://www.eng.famu.fsu.edu/students/academic-deadlines](https://www.eng.famu.fsu.edu/students/academic-deadlines) for the 7th week and late drop deadlines and policies.

- **During the 7-week course drop/withdrawal period (after the regular drop/add deadline)**
  - Follow the screenshot instructions below and you may be asked to generate a course drop form and obtain a signature approval. **Do not skip step #5**.
  - If you are asked to generate a form, email the form to the email address listed on the form. If the approval needed is from the Dean of the College of Engineering, email it to studentsupport@eng.famu.fsu.edu or print and take it to COE Suite B111 (Student Services Office).

- **During the late drop/withdrawal period (after the 7th week deadline and before the late drop deadline)**
  - Two forms are needed during this period (except in the summer term).
    1. Fill out the Course Late Drop/Withdrawal Request Form which can be found [here](https://www.eng.famu.fsu.edu/students/academic-deadlines). This form is not needed during the summer term.
    2. Follow the instructions below to generate the course drop form in Student Central (**do not skip step #5**).
  - Email both forms to studentsupport@eng.famu.fsu.edu or drop them off in COE Suite B111 (Student Services Office) to be reviewed for approval.

**Instructions on how to process/generate course drop in Student Central (do not skip step #5):**

1. Log in to my.fsu.edu and click on the SC icon.

2. Click on my classes.
3. Click on Enrollment Drop Classes.

4. Click the current term and click continue.

5. Click on the link 'Click here to drop a class for a closed enrollment term'.
6. Read the instructions under Drop tool and click continue.

7. Read the Academic Honor Policy Statement under Drop tool and click continue.

8. Click the current term and click continue.
9. Click the course(s) you want to drop and click Drop Selected Classes.

10. Follow the rest of the instructions to finish your drop process or to generate a form for signature approval.

11. If you are asked to generate a course drop form, email it to the email address listed on the form. If the approval needed is from the Dean of the College of Engineering, email it to studentsupport@eng.famu.fsu.edu or print and take it to the Student Services Office at the College of Engineering, Room B111.