



Office of the Registrar

TENNESSEE TECH

REQUEST TO DROP A COURSE AFTER THE DEADLINE

This form only applies to the current term and will not be accepted after the last day of class.

Student Name: _____ T#: _____ Term: _____
(Last) (First) (MI)

Email: _____ Phone: _____

Student Signature: _____ Date: _____

Courses for which you are seeking an exception to drop after the published deadline:

CRN	SUBJECT	COURSE NUMBER	SECTION NUMBER

Explain in detail why you did not meet the requirement to drop before the published deadline (complete a typed explanation if additional space needed and attach to this form). **YOU MUST ATTACH ANY SUPPORTING DOCUMENTATION FOR EXTENUATING CIRCUMSTANCES. Requests without any supporting documentation are considered incomplete and will not be processed.** If you are approved to drop after the deadline, you will be assigned a "W" grade. A "W" grade does not affect your GPA.

Recommendation of Instructor: Support Oppose No recommendation

Comments: _____

Instructor's signature: _____ Date: _____

Recommendation of Advisor: Support Oppose No recommendation

Comments: _____

Advisor's signature: _____ Date: _____

Final Decision of Office of the Registrar: Approve Deny Date: _____

Associate Registrar's Signature: _____

Comments/Processing Instructions: _____