

# Appalachian State University

## Request for an Exception to the Drop Policy

Where do I submit my request for an exception to the University policies regarding drops?

- 1) ASU grants undergraduate students four (4) career drops during their academic career to be used to drop courses after the published Drop/Add period and before the end of the 9th week of the Fall or Spring semester. If you are requesting an exception to this policy, you must complete this form, attach a detailed explanation and include supporting documentation. You must submit this form to the Dean's office associated with the course in question for review. **Please Note:** Guidelines regarding serious extenuating circumstances that will be considered valid reasons for an exception to the drop policy (and those that are not) are listed on the reverse side of this form. *If after reviewing this form you believe your situation is truly of an extenuating nature that deserves further review, completion of this form is required to initiate the review.*
- 2) If this request for a late or additional drop(s) is for medical reasons (i.e. a course reduction), do NOT complete this form. Instead, you must visit Student Health Services who will explain the process.
- 3) If this request for a late or additional drop is for mental health issues (stress, anxiety, depression, personal distressing issues, etc.), do NOT complete this form. Instead, you must visit the Counseling and Psychological Services Center who will explain the process. Please be advised that they will not approve individual drops but may recommend a complete withdrawal from all courses for psychological reasons.

Full Name (Last, First, Middle) \_\_\_\_\_ Date \_\_\_\_\_

ASU Email \_\_\_\_\_ Banner ID \_\_\_\_\_ Phone \_\_\_\_\_

1. Course for which an exception is requested:

CRN \_\_\_\_\_ Subject \_\_\_\_\_ Course Number \_\_\_\_\_ Term/Year \_\_\_\_\_

2. Drop w/ Extenuating Circumstance - Please check reason below, provide description and documentation

Military deployment    Jury/Court    Administrative Error    Death or serious illness of immediate family member

Description: \_\_\_\_\_

**YOU MUST ATTACH OFFICIAL DOCUMENTATION TO SUPPORT YOUR REQUEST!** Please review the back of this form for the list of extenuating circumstances that warrant an exception and the documentation that must be attached to this request.

*(Please note that submission of fraudulent documentation will result in a referral to the Office of Student Conduct)*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean's Office Designee \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only</b>	Drop counts _____	Drop doesn't count _____	
		<small>(valid only for extenuating circumstances as noted on the back of this form)</small>	
Documentation Location (indicate by initialing): _____ Attached to form _____ Retained in Dean's Office _____			
Date Received in Registrar's Office: _____ By: _____			

## Dropping for Extenuating Circumstances

A course can be dropped after the “Drop-Add” period for extenuating circumstances, including but not limited to military deployment. The “extenuating circumstances” must be compelling, documented, and approved by the appropriate campus office, appealable to the Dean of the course. There is no refund or adjustment of charges if a course is dropped for extenuating circumstances. The course is noted as a withdrawal for extenuating circumstances on the academic transcript and is included in the attempted hours.

It is only in rare instances, when serious extenuating circumstances exist that **are beyond your control and for which documentation is provided**, that exceptions to the drop policy will be approved. It is your responsibility to be aware of and to abide by all policies of the university regarding drop/add deadlines and to know the number of Career Drops you have already used (refer to University Drop Policy at the bottom of this page). **Do not stop attending your class until you receive verification that your request for an exception has been approved!**

**Circumstances considered to be valid “serious extenuating circumstances” that may warrant an exception to the drop policy are listed below. If you are requesting an exception for one of these reasons, your form will not be accepted without the required documentation:**

Serious Extenuating Circumstance Reasons	Documentation Required for Exception Review
Military deployment	Deployment orders
Jury duty or required court attendance	Court orders or legal documentation
Documented administrative error	Written explanation by designated college/school representative acknowledging an error or issue resulting in a need for the student to receive an exception to this policy or very clear evidence in the student record that an error was made
Death of an immediate family member (parent/guardian, grandparent, sibling, spouse/partner, child) during the current semester	Copy of the death certificate and/or obituary
Serious illness of an immediate family member (parent/guardian, grandparent, sibling, spouse/partner, child) during the current semester	Current medical records of the family member

- Medical reasons – student should not complete this form. Instead, you must obtain approval from the ASU Student Health Services in Miles Annas Student Services Building or call 262-3100 to request a review of the medical information. The request may or may not be approved.
- Mental health reasons (personal issues leading to anxiety, depression, etc.) – student should not use this form but should instead see ASU Counseling and Psychological Services for assistance with the personal issues. This office is found on the first floor of the Miles Annas Student Services Building or at 262-3180. Students should note that psychological withdrawal is for all classes, not an individual drop.

### **Common circumstances not considered valid under this process:**

- Issues related to poor performance in a course, not meeting the minimum grade earned to meet the requirement, etc.
- Conflict with a professor
- Issues related to the student thinking that he/she had already dropped the class or never attended class and forgot it was on the schedule
- Any reason having to do with the student not needing the class (changed major, just took it as an elective, didn’t realize I had already taken it, etc.)
- Work, family, or other extracurricular obligations outside of class
- Student chose to take an overload but found it to be too much



### **University Policy regarding dropping a course after the published “Drop/Add” period:**

#### ***Career Drops***

After the “Drop-Add” period, a limited number of courses can be dropped by the end of the ninth week of a fall or spring semester; or, if dropped during a summer term, by the date specified on the published academic calendar.. **NOTE, HOWEVER, THAT AN UNDERGRADUATE STUDENT WILL BE ALLOWED TO DROP A CUMULATIVE TOTAL OF NO MORE THAN FOUR (4) COURSES AFTER THE PUBLISHED “DROP-ADD” PERIODS DURING HIS OR HER UNDERGRADUATE CAREER AT APPALACHIAN.** The maximum of four courses is in compliance with UNC system policy and may not be exceeded without extenuating circumstances (as noted above). **PLEASE NOTE:** If a late or additional career drop is granted: 1) a grade of WC will be recorded on the transcript, 2) the course will count as attempted hours, 3) the course will not count in the GPA calculation, and 4) the course is subject to all financial aid and “Satisfactory Academic Progress” rules and calculations