

Tennessee Tech University

REQUEST TO DROP A CLASS AFTER THE DEADLINE

**YOU MUST ATTACH ANY SUPPORTING DOCUMENTATION FOR
EXTENUATING CIRCUMSTANCES.**

GENERAL INFORMATION

Name (Print)

Signature

Student ID

Phone

Mailing address

Date

Email

COURSE(S) FOR WHICH YOU ARE SEEKING AN EXCEPTION TO DROP AFTER THE
PUBLISHED DEADLINE:

Explain in detail why you did not meet the requirement to drop before the published deadline:

**IF YOU ARE APPROVED TO DROP AFTER THE DEADLINE, THE INSTRUCTOR WILL
ASSIGN EITHER A 'W' IF YOU WERE PASSING AT THE TIME OF THE DROP, OR A 'WF' IF
YOU WERE FAILING. A 'W' DOES NOT AFFECT YOUR QPA. A 'WF' IS COUNTED AS AN
'F' WHEN CALCULATING THE QPA.**

RECOMMENDATION OF INSTRUCTOR:

Approve

Deny

No recommendation

Date

Comments

Instructor's Signature

RECOMMENDATION OF ADVISOR:

Approve

Deny

No recommendation

Date

Comments

Advisor's Signature

RECOMMENDATION OF DIRECTOR OF RECORDS & REGISTRATION:

Approve

Deny

Date

Comments

Director's Signature