

**Appalachian State University
Request for an Exception to the Drop Policy**

Please initial each of the following to indicate you have read and understood these guidelines:

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

- Your request for late or additional drops for medical reasons must be directed to Student Health Services who will explain the process.
- Your request for late or additional drops for mental health issues (stress, anxiety, depression, personal distressing issues, etc.) must be directed to the Counseling and Psychological Services Center who will explain this process. Please be advised that they will not approve individual drops but may recommend a complete withdrawal for psychological reasons.
- Your request for late or additional drops for other documented serious extenuating circumstances must be directed to the college that houses the course in question (not the college that houses your major).

Statewide UNC System and ASU mandates regarding the University drop policy:

- 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.
- 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.
- Guidelines regarding serious extenuating circumstances that will be considered valid reasons for an exception to the drop policy are listed on the reverse side of this form. Please read this before continuing.
- YOU SHOULD NOT STOP ATTENDING CLASS UNLESS A REQUEST FOR AN EXCEPTION HAS BEEN APPROVED.**

If you believe that your situation is truly of an exceptional nature that deserves further review, completion of this form is required to initiate the review.

Full Name (Last, First, Middle) _____ Date _____

ASU Email _____ Banner ID _____ Phone _____

1. Course for which an exception is requested, if applicable:

CRN _____ Subject _____ Course Number _____ Term/Year _____

2. Policy for which you are seeking an exception (check all that apply):

_____ Course drop after the posted deadline _____ Additional Career Drop

3. Please attach a detailed explanation of the serious extenuating circumstances that you feel deserve review for an exception. **YOU MUST ATTACH OFFICIAL DOCUMENTATION TO SUPPORT YOUR REQUEST!** Please review the back of this form for the university drop policy, and 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 _____

Office Use Only

Drop counts _____ Drop doesn't count _____

Date Received:

Action:

**You will be notified by email of the outcome of your request.
Do not stop attending your class until you have received permission for an exception!**

PLEASE NOTE: If a late/additional 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 tuition surcharge calculation, 4) the course will not count in the GPA calculation, and 5) the course is subject to all financial aid and "Satisfactory Academic Progress" rules and calculations

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 within the published schedule of classes. **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 HER OR HIS UNDERGRADUATE CAREER AT APPALACHIAN.** The maximum of four courses is in compliance with UNC Policy and may not be exceeded. Career drops are noted on the transcript and are included in the attempted hours.

Dropping for Exceptional Circumstances

A course can also be dropped after the “Drop-Add” period for exceptional circumstances, including but not limited to military deployment. The “exceptional 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 exceptional circumstances. The course is noted as a withdraw for extenuating circumstances on the academic transcript and is included in the attempted hours.



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

Serious Extenuating Circumstance	Documentation Required for Exception Review
Military deployment	Deployment orders
Jury duty or required court attendance	Court orders or legal documentation
Advising error or other university error	Written acknowledgement by an advisor/advising administrator or other university representative acknowledging an error that resulted 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 by a university representative.
Death of an immediate family member (parent/guardian, grandparent, sibling, spouse/partner, child)	Copy of the death certificate
Serious illness of an immediate family member (parent/guardian, grandparent, sibling, spouse/partner, child)	Current medical records of the family member

Common circumstances not considered valid under this process:

- Medical reasons – student should see ASU Student Health Services in Miles Annas Student Services Building or at 262-3100
- Mental health reasons (personal issues leading to anxiety, depression, etc.) – students should see ASU Counseling and Psychological Services for assistance with their 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 just an individual drop.
- Anything to do with poor performance in a course, not meeting the minimum grade earned to meet the requirement, etc.
- Conflict with a professor
- Anything to do with 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