



# Request to Drop a Class After the Deadline

## Do not Submit this Form...

If you are dropping all courses for a semester

... contact the Dean of Students office for further information about dropping all courses.

If you are dropping a course after the last day of classroom instruction for that course's session

... you need to appeal to the University Academic Appeals Committee. The form is available at <https://registrar.boisestate.edu/forms/student-forms/>.

## Implications of Dropping a Course

- Withdrawing from a course will result in a W posted to your transcript. You are allowed a maximum number of W grades. Refer to *Policy 3170: Limit on Number of Withdrawals* in the Boise State University Policy manual.
- This course attempt, even if approved for a drop, counts in the individual per course repeat maximum. Refer to *Policy 3190: Course Repetition—GPA Relationship* in the Boise State University Policy Manual.
- Withdrawing and receiving a W may affect your Satisfactory Academic Progress for financial aid purposes. Contact the Financial Aid Office to discuss how a W will impact your progress.
- You will remain liable for fees assessed for the course.
- You will be assessed a \$10 drop fee for each course dropped. This fee will post to your student account in myBoiseState and is nonrefundable.

## Process

1. Provide a typed statement explaining your extenuating circumstances. These circumstances must be beyond your control, such as as illness or employer mandated changes in work hours that prevent attendance.  
**Note:** You must have been passing at the last drop deadline for the course (see the Academic Calendar) to make this request.
2. Provide documentation to support your request. Documentation may include, but is not limited to: medical documentation, obituaries, military orders.
3. Submit the completed form (with your signature), typed statement, and documentation to the instructor teaching the course. You can scan and email the documents if necessary. The instructor will either indicate that they do or do not support the request to drop the course.
4. After the instructor has signed the form, submit the completed packet to the associate dean of the college that offers the course. You can scan email the documents if necessary.
5. Once the review is complete, the associate dean's office will submit the form to the Office of the Registrar and communicate the decision to the student. The form must be received in the Office of the Registrar no later than the last day of classroom instruction for the session (see Academic Calendar).



# Request to Drop a Class After the Deadline

## Student Information

|                 |              |            |     |
|-----------------|--------------|------------|-----|
| Student Name    | Phone Number | Student ID |     |
| Mailing Address | City         | State      | Zip |
| Email Address   |              |            |     |

## Course Information

I am requesting approval to drop the following course:

| 5-Digit Class Number | Subject & Catalog Number* | Section | Session |
|----------------------|---------------------------|---------|---------|
|                      |                           |         |         |

\*Please note: associated labs that are listed as co-requisites of this course will also be dropped.

For the following semester

Fall
  Spring
  Summer
 Year \_\_\_\_\_

## Student Signature Required

|                   |      |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|

## Course Instructor Approval and Signature Required

- I support the drop
- I do not support the drop

|                                |                                      |
|--------------------------------|--------------------------------------|
| Course Instructor (print name) | Student's grade at the drop deadline |
|--------------------------------|--------------------------------------|

|                      |      |
|----------------------|------|
| Instructor Signature | Date |
|----------------------|------|

## Associate Dean Approval and Signature Required

- I support the drop
- I do not support the drop

|  |
|--|
| Associate dean of college offering the course (print name) |
|--|

|                          |      |
|--------------------------|------|
| Associate Dean Signature | Date |
|--------------------------|------|