

PETITION TO DROP COURSE

College of Music

Date _____ Name _____

FSUSN _____ Local Phone _____

Address _____ Email _____

I understand that any drop(s) approved may affect insurance coverage (health and auto), housing, graduation, financial aid, and repeat course surcharge. I attest that no Academic Honor Policy charges are pending for the course(s) listed below, or for retroactive drops, that the grade I received does not reflect any Academic Honor Policy penalties.

Signature _____

INSTRUCTIONS: YOU MUST CONTINUE ATTENDING THE COURSE(S) UNTIL YOU KNOW THE RESULTS OF YOUR PETITION. SUBMISSION OF THIS FORM DOES NOT CONSTITUTE APPROVAL.

STEP 1: Read and complete both sides of this petition.

STEP 2: Submit this form and written documentation to Dr. Joanna Hunt, Undergraduate Director (for undergraduates requesting course drops between the 7th and 12th weeks, prorated for summer sessions) or Dr. Michael Thrasher, Associate Dean for Academic Affairs (for graduate students and undergraduates requesting drops after the 12th week, prorated for summer sessions).

STEP 3: Return to Graduate or Undergraduate office to pick up your results, which will be available in 48 hours.

If you do not pick up your results in a timely manner, you may forfeit your right to drop!

COURSE YOU WISH TO DROP:

Course Prefix & Number	Section	# of Credits	Instructor's Name	Decision <i>(Office use only)</i>

Petition Decision	Action Needed
DEFERRED	You have exactly ONE WEEK from the decision date to provide appropriate documentation. (See guidelines for appropriate documentation.)
DENIED	A WRITTEN appeal may be submitted only if you have NEW information and provide NEW documentation to support it. (See guidelines for appropriate documentation.)
APPROVED	Submit a signed Drop/Add form to the Registrar.

GENERAL GUIDELINES

1. Continue going to class until you receive the results of this petition.
2. Meet with your professors to discuss possible options before beginning the petition process.
3. Fully explain your reason for petitioning to drop the course and why you cannot complete the course. Use additional pages if necessary.
4. Approval to drop the course(s) **DOES NOT** mean an approval for refund of fees. To petition for a refund of fees, you will need to petition the University Registrar’s Office (A3900 University Center).
5. **PLEASE NOTE THAT THE FOLLOWING REASONS ARE NOT ACCEPTABLE FOR DROPS AFTER THE TWELFTH WEEK OR FOR RETROACTIVE DROPS: 1) YOU ARE FAILING OR NOT DOING WELL IN THE CLASS; 2) YOU HAVE CHANGED YOUR MAJOR AND NO LONGER NEED THE CLASS; 3) YOU NEED TO PROTECT YOUR GPA.**

GUIDELINES FOR DOCUMENTATION

1. Make and keep copies of all documentation for your records prior to submitting your petition. We will not make copies or return documentation to you.
2. Letters from employers, rental agents, other business and university officials should be on appropriate letterhead.
3. Letters from parents or other individuals must be notarized.
4. If there was a death in the immediate family, you must provide a death certificate or an obituary notice.
5. If the course drop is due to medical reasons, medical records that provide dates of appointments, diagnosis, and prescribed care **MUST** be included. An excuse from classes does not constitute medical documentation. **In addition, you must separately complete and submit a medical drop petition for University Health Services for approval of a refund of fees.**

Explanation: (Attach additional page(s) if needed.)

Instructor’s Statement: (required)

Student’s Attendance: good fair poor not taken never attended

Student’s Current Grade: _____

Instructor’s Signature _____ Phone No. _____

Instructor’s Comments (optional):
