

## Late Drops

**TODAY MARCH 27 is the last day to drop a course**, so this is a good time to review our policy about late drops.

Late drop requests are handled according to the College policy. We **DO NOT** approve drops past the drop date (past the 9<sup>th</sup> week – TODAY) unless there is an extenuating circumstance beyond the student's control.

These are **NOT** extenuating circumstances:

- student has changed mind about major or minor
- student is doing poorly in the class
- student has decided she/he doesn't need/want/like/agree with the class
- student is working and doesn't have time for the class
- student has now realized that the class is difficult

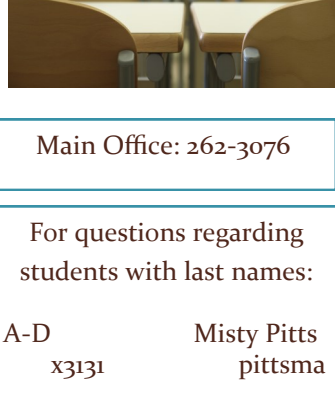
Extenuating circumstances would be things such as:

- a death in the immediate family of the student
  - student has been in an accident and is unable to attend
  - ASU health services recommends reduction in course hours
  - student must miss classes because of documented family crisis
- If there are extenuating reasons, the student must complete the "Request for Exception to the Drop Policy" form and provide documentation.**

**How can you tell how many drops a student has used?**

Faculty/Advisors can see that information on the self-service portal. Go to the Advisor Menu and click on the Student Registration Detail option.

**Students** can also see this information in their Student Services-Registration tab.



Main Office: 262-3076

For questions regarding students with last names:

A-D	Misty Pitts
x3131	pittsma
E-K	Kendra Craven
x7608	cravenkn
L-Q	Tina Beshears
x8630	beshearskk
R-Z	Diana Nelson
x3077	nelsondj

<http://www.cas.appstate.edu/students/undergraduate-academic-services>

### Classification

At the end of each semester students are classified on the basis of earned semester hours.

Up to 29 earned hours	Freshmen
At least 30 and up to 59	Sophomore
AT least 60 and up to 89	Junior
At least 90 earned hours	Senior