

BOISE STATE UNIVERSITY

REQUESTING APPROVAL FOR DROPPING A CLASS AFTER THE DEADLINE

Please Print

NAME _____
Last First Middle Name

STUDENT NUMBER _____ MAJOR _____

ADDRESS _____
Street City State Zip

TELEPHONE _____ EMAIL _____
Home Work

I am requesting approval to drop the following class in the: SPRING _____ SUMMER _____ FALL _____

SUBJECT _____ COURSE _____ SECTION _____ CLASS # _____ SESSION _____
(i.e., 1st 5-week, 1st 8-week, Regular)

STUDENT SIGNATURE _____ DATE _____

If a student is dropping all classes for the semester - **STOP!** Contact the Registrar's BroncoWeb Help Center, Administration Building Room 110 for further information about dropping all classes. If a student wants to drop a class **AFTER** the last day of classroom instruction for that class session - **STOP!** You will need to appeal to the University Academic Appeals Committee (forms are in the Registrar's BroncoWeb Help Center located in the Administration Building - Room 110.)

Permission to drop a class after the announced deadline is granted only if the **student was passing the class on the day of the drop deadline, and** only when warranted by **extenuating circumstances that could not have been reasonably anticipated.** These circumstances must be beyond the control of the student, such as illness or employer-mandated changes in work hours that prevent class attendance. **Documentation** must be submitted with this application.

Step 1. Permission to drop a class after the deadline must first be obtained **from the Associate Dean's Office of the College in which the class is offered.** Approval indicates only that circumstances seem to warrant initiating the process. **If the Associate Dean denies the request, this drop form goes no further. Do not return form to student.** Be aware that individual colleges may have a deadline on obtaining a signature from the Associate Dean to avoid a last minute rush.

Step 2. Following the Associate Dean's approval, **the instructor may or may not approve the drop.** The instructor is under no obligation to sign the drop form, even if the student was passing the class at the drop deadline. **If the instructor denies the request, instructor will send the form back to the Associate Dean. Do not return form to student.**

Please note that withdrawing from a class with a "W" may affect a student's *Satisfactory Academic Progress* for financial aid purposes (see BSU catalog). Be aware that the student is still liable for fees assessed for the class.

- ATTACH** (1) **YOUR WRITTEN STATEMENT FOR MAKING YOUR REQUEST, AND**
 (2) **DOCUMENTATION OF EXTENUATING CIRCUMSTANCES**

INDIVIDUAL COLLEGES MAY HAVE A DEADLINE FOR OBTAINING A SIGNATURE FROM ASSOC. DEAN.

Step 1. – Associate Dean	
I have determined the student does have extenuating circumstances that could not have been anticipated.	
_____ Approve	_____ Disapprove (do not return to student)
_____ Approve with Conditions	
_____ Assoc. Dean of College Teaching Course	_____ Date

Step 2. – Course Instructor	
_____ Approve	_____ Disapprove (return to Associate Dean)
_____ Instructor Printed Name	
_____ Instructor's Signature	_____ Date

IF BOTH APPROVAL SIGNATURES ARE OBTAINED, STUDENT NEEDS TO SUBMIT THIS FORM TO THE REGISTRAR'S BRONCOWEB HELP CENTER, ADMIN. BLDG., RM 110, **NO LATER THAN THE LAST DAY OF CLASSROOM INSTRUCTION FOR THE SESSION** (e.g., 1ST 5-WEEK, 1ST 8-WEEK, REGULAR).
 CHECK THE ACADEMIC CALENDAR DEADLINES BY SESSION CHART FOR LAST DAY.

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PLEASE READ CAREFULLY BEFORE FILLING OUT ATTACHED FORM

LATE WITHDRAWAL FROM CLASS POLICY

Each academic semester, the deadline for withdrawing from classes is publicized in the Directory of Classes, Academic Calendar's Deadlines By Session chart, and through other media on campus. It is the student's responsibility to be aware of the deadlines and to withdraw from classes in a timely manner.

Withdrawal after the deadline is permitted

- a) only when the student was **passing** the class on the day of the drop deadline for the class session **and**
- b) *some factor outside the student's control occurred **after** the deadline which necessitates the change in registration **and***
- c) the factor outside the student's control can be documented by a physician, counselor, employer, instructor, etc., **and**
- d) **only with BOTH the Associate Dean's *and* the instructor's approval.**

NOTE: Late withdrawals may be permitted when the student did not receive any evaluation in the class (no tests and no papers were due) **prior** to the withdrawal deadline and the student was advised by the instructor to withdraw from the class after the deadline had passed (documentation from the course syllabus and the instructor **are required.**) Note that withdrawing from a class with a 'W' may affect a student's *Satisfactory Academic Progress* for financial aid purposes.

Although the Associate Dean may give permission to a student to **begin the process of withdrawing**, it is the **instructor who actually gives permission** to withdraw from the class. The student should not ask the instructor to sign a drop form prior to receiving permission to begin the process from the Associate Dean. Even though the Associate Dean gives the student permission to begin, the instructor is under no obligation to sign the drop form. The instructor may have information not available to the Associate Dean.

PROCEDURES

1. The student completes the form "Requesting Approval for Dropping a Class After the Deadline" **and attaches required documentation.** (Forms are available in the Registrar's BroncoWeb Help Center, the office of any Associate Dean, or on the Registrar's website.) The student takes the application to the Associate Dean of the college offering the class.
2. The Associate Dean processes the appeal by either approving or disapproving it, usually within 2 days. If the Associate Dean denies the request, the Drop Form is not returned to the student and the student should be notified. If the Associate Dean approves the Drop Form, then student returns to the Associate Dean's office to pick up the original application and takes the application to the instructor of the class.
3. If the instructor denies the Drop Form, it is returned to the Associate Dean and the instructor notifies the student. The student may schedule an appointment with the Associate Dean to discuss alternative solutions to the problems that led to the withdrawal process.
4. If the instructor approves the Drop Form, the student takes the signed form to the Registrar's BroncoWeb Help Center (Administration Building, room 110) for processing **NO LATER THAN THE LAST DAY OF CLASSROOM INSTRUCTION FOR THE SESSION** (e.g., 1ST 5-week, 1ST 8-week, Regular Session). Check the Academic Calendar Deadlines By Session chart to see when classroom instructions ends for each session.
5. It is the student's responsibility to check BroncoWeb within 48 hours to make sure the change was

processed. A “W” will appear on the student’s record.

Boise State University Satisfactory Academic Progress Policy

General Requirements

To receive federal & state financial aid, an eligible student must:

- be admitted and enrolled for the purpose of obtaining a degree, diploma, or certificate (students enrolled in courses of interest and unclassified masters are not eligible);
- be in good academic standing (i.e., not on probation or dismissal);
- be progressing toward a degree/certificate at the minimum rate;
- complete degree requirements within the maximum credits allowed in this policy.

Credit Information & Requirements

1. All students will be required to complete at least 75% of all *credits attempted*. Example: A student attempts 18 credits during fall semester and 9 credits during spring semester for a total of 27 credits attempted. If the student completes at least 21 credits, the 75% rule of the satisfactory academic standard has been met.
2. Credits attempted are defined as all classes for which a student receives a passing grade, (‘D-’ or better, or ‘P’), or ‘F’, ‘I’, ‘W’, ‘NR’, ‘CW’, or ‘IP’. (The ‘W’ is recorded on withdrawals or dropped classes 10 days after the start of fall or spring classes. This period differs in the summer terms.)
3. Credits completed are defined as all classes for which a student receives a passing grade of ‘D-’ or better, or ‘P’.
4. Development courses (E-1, etc.) Will be counted as credits attempted. They will also be counted as credits completed if a passing grade is received for the course.
5. Audit credits do NOT count either as credits attempted or completed.

Satisfactory Academic Progress Review

A review of all financial aid files is done at the end of spring semester to see if students have satisfactorily completed at least 75% of their credits attempted.

Appeal Process

Future financial aid will be stopped for all students not meeting the Satisfactory Academic Progress standards. A student whose financial aid is stopped has the right to file a written appeal for an exception from termination of financial aid.

Additional Information

Additional Information can be obtained through the following:

- Boise State University Catalog
- BSU website - policies