**REQUEST FOR LATE DROP**

**DEADLINES FOR 2015-2016**

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall Term 2015</td>
<td>November 13</td>
</tr>
<tr>
<td>Winter Term 2016</td>
<td>March 18</td>
</tr>
<tr>
<td>Spring Term 2016</td>
<td>June 3</td>
</tr>
<tr>
<td>Spring/Summer 2016</td>
<td>July 8</td>
</tr>
</tbody>
</table>

**TERM ________________________**

- **DO NOT** fill out this form if you are a GRADUATE STUDENT, in RC or Honors, or enrolled in another College, even if the class you want to drop is in LSA. Please contact the advising center of your program.
- **DO NOT** fill out this form to drop the only class you are registered for. Please ask the Newnan LSA Academic Advising Center about a TERM WITHDRAWAL.
- **DO NOT** fill out this form if you want to drop a mini course.

Printed Name _______________________________________________  ID# ______________________
Uniqname (e-mail) ___________________________________________  Phone ______________________

Course you wish to drop _______________________________________

<table>
<thead>
<tr>
<th>Class # (e.g. 12345)</th>
<th>Subject (e.g. English)</th>
<th>Catalog # (e.g. 125)</th>
<th>Section # (e.g. 003)</th>
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Before you drop this course, please answer the following questions

1. Is this your first term in LSA?    □ Yes □ No
2. Are you an international student? □ Yes □ No
   *If yes, you must also contact the International Center regarding the impact on your visa status.*
3. Are you a student-athlete?
   □ Yes □ No
   *If yes, you must also contact the Athletic Department regarding the impact on eligibility.*
4. Are you on probation? □ Yes □ No
5. Are you dropping below 12 credits? (Below 6 credits in a half term?) □ Yes □ No
6. Are you on financial aid or do you have a scholarship that requires full-time status?
   □ Yes □ No
   *If yes, you should contact the Financial Aid Office and/or the scholarship provider.*
7. Have you dropped a course after the first drop deadline in previous terms? □ Yes □ No
8. Is this course a requirement for your major or pre-professional program?
   □ Yes □ No
   *If yes for your major, you may also want to speak with a major advisor.*
9. Are you dropping a mini-course? □ Yes □ No
10. Do you have an outstanding judicial case pending for this course? □ Yes □ No

⇒ If you answered YES to any question or have concerns about dropping, see an academic advisor

**NOTE:** When you late drop a course, it appears on your transcript with a W" (for "withdrawal") in the grade column. The "W" has no effect on your GPA. Your tuition charges are also not affected by a late drop.

~ Return completed form to the Newnan Academic Advising Center, 1255 Angell Hall ~

(continued)
Reason you are dropping this course:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What will be your schedule after dropping this course?

<table>
<thead>
<tr>
<th>Course (e.g. English 125)</th>
<th>Credits</th>
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Total Credit Hours: _______

TO THE INSTRUCTOR:

In order to help students make an informed decision, please discuss with the student their current standing and progress in the course.

I have discussed the student’s progress in the course with the student.

Student’s Last Date of Participation ____________

Instructor’s Name ________________________________

Signature _______________________________________

Date _______________  Email __________________________

FOR THE ADVISOR:

I have discussed dropping this course with the student.

Signature _______________________________________

Date _______________

Student’s Fill Out Election Worksheet Below

I understand the effect that dropping this course may have on my program of studies.

_____________________________________________

Student’s Signature

Date ____________________________

Election Worksheet - Student’s Please Fill Out Completely