

Policy U-14  
FLORIDA STATE UNIVERSITY  
COLLEGE OF NURSING

Page 1 of 2

TITLE: **LATE DROP**

POLICY: In accordance with University policy, undergraduate students may drop only one (1) course between the eighth and twelfth week of classes after earning sixty (60) hours of college credit. Approval by the Nursing Dean or Associate Dean is required. Courses dropped during this period will appear on the student's transcript with the notation "W".

After the twelfth week of classes, courses may be dropped only in exceptional circumstances. Dates are prorated for individual summer sessions. Approval is required by the Nursing Dean or Associate Dean. Such courses will appear on the student's transcript with the notation "WD".

Students who register for courses but do not attend the classes will receive grades of "F" if the courses are not officially dropped.

RATIONALE: Only under exceptional circumstances may a student drop a nursing course after the regular drop period. Failing a course or enrolled in too heavy an academic load are not considered exceptional circumstances for dropping.

PROCEDURE:

**BSN Program Students**

The following procedure is to be followed by College of Nursing majors only, in dropping a course after the seventh week of classes.

1. Obtain a drop permit from your advisor. It must have advisor or major professor's approval and then must have the approval of the department (stamp only) which offers the course.
2. Obtain the instructor's approval on this sheet.
3. Bring the drop permit (with approvals) and this late drop form (signed by the instructor) to 102 College of Nursing for the Dean or Associate Dean's approval.

### **RN to BSN Program Students**

1. The student should email a request to use the one allowable “late drop” to the RN to BSN Academic Coordinator with an explanation of why you need to drop the class.
2. The student must have the instructor for the course complete the “Instructor Approval Form” and submit directly to the RN to BSN Academic Coordinator.
3. The RN to BSN Academic Coordinator will submit the request along with the completed Instructor Approval Form to the RN to BSN Program Director for preliminary approval and then to the Dean/Associate Dean for consideration. The RN to BSN Academic Coordinator will notify the student when a final decision has been made.
4. Students receiving financial aid should contact a financial aid officer prior to submission of the request regarding required minimum course load to retain financial aid eligibility.

Note: A note from an attending Health Care Provider is required for drops for medical reasons.

Approved by:	Management Team	4/07/04	
	Faculty	4/23/04	12/1/06
	Dean	4/27/04	12/5/06

Policy U-14  
FLORIDA STATE UNIVERSITY  
COLLEGE OF NURSING  
ATTACHMENT #1

INSTRUCTOR APPROVAL FORM

The Academic Dean of the College of Nursing requests an endorsement of this request to drop/add your course. (WD = cancellation of registration with no grade).

**STUDENT:** \_\_\_\_\_

**COURSE NUMBER:** \_\_\_\_\_

Does this student have your permission to drop the above course? \_\_\_\_\_ Yes \_\_\_\_\_ No

**FOR DROPS ONLY:**

Is the above mentioned student presently earning a passing grade? \_\_\_\_\_ Yes \_\_\_\_\_ No

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_