Learning Support/ESL Drop Application Instructions*

Learning Support (LS) courses and English as a Second Language (ESL) courses may only be dropped under serious circumstances as stated in the Pellissippi State Community College catalog and according to the Tennessee Board of Regents guidelines. In order to drop a LS/ESL course at Pellissippi State, you must read this document and follow the instructions below.

After a review of your request, a decision will be made by the LS Director. You will be notified of the approval or denial of your application by telephone.

Instructions:

1. Contact your LS/ESL instructor and discuss your situation.

2. Provide all the information requested on the LS/ESL Drop Application (reverse side of this form).

3. Complete a drop/add form.

4. Attach
   - official documentation of the circumstances that support your request (e.g., hospital receipt, obituary notice, doctor’s letter, police report, etc.)
   - a copy of your transcript
   - a copy of your current schedule
   - a completed drop/add form

5. Return these documents to the Student Assistance Center, Goins Building, Room 123 or to a counselor at a site location.

*This form is to be used before the drop deadline.
Learning Support/ESL Drop Application

Name ___________________________________________________________

Last  First       Middle

Student ID number ___________________________  Date ______________________

Telephone number: __________________________

Semester: (circle one)  Fall  Spring  Summer  20____

Requesting a withdrawal from the following course/s:

ENGL 0800       MATH 0820       ESLR 0700
ENGL 0810       READ 0800       ESLR 0800
ENGL 0820       READ 0810       ESLW 0700
MATH 0800       READ 0820       ESLW 0800

I. In the space provided, explain why you feel it necessary to drop the listed 
   LS/ESL course/s. Be as specific as possible. This information will be used 
   in the decision-making process.

   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________

II. In the space provided, list all the options that were given to you by your 
    instructor/s.

   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________

III. Attach documentation of your circumstances to this form.

IV. Attach a drop/add form to this form.

Student's signature _________________________________