DSP/ESL Course Withdrawal Application

You may only withdraw from Developmental Studies Program courses (DSP courses) **only** under serious circumstances such as a work schedule change that conflicts with your class time, health problems that require extended absences, death of a family member, or legal matters that require extended absences.

Excessive absences from class due to any reason other than those listed above are **NOT** serious circumstances.

In order to withdraw from a DSP course at Pellissippi State Community College, you must support your request to withdraw with official documentation.

Name: _____
Last First Middle

Student ID Number: _____ Date: _____

Telephone Numbers: Cell: _____ Home: _____

Email: _____

Semester: (circle one) FALL SPRING SUMMER 20_____

Requesting a withdrawal from the following course(s): (provide course numbers)

DSPW _____ DSPR _____ DSPM _____

Provide the following information:

I. My serious circumstance that does not allow me to continue in class is:
_____
_____
_____
_____
_____
_____
_____

II. Attach documentation of your circumstances to this form. **This application will not be reviewed without this documentation after the first week of classes.**

III. Attach a completed drop/add form to this form. **NOTE: If you are receiving financial aid, including the lottery scholarship, contact the financial aid office before requesting a withdrawal.**

Return this form and documentation to the Student Assistance Center at the Pellissippi campus and the Counselor's office at the site campuses. After a review of your request, you will be notified of the approval or denial of you application by telephone or email.

Student's signature: _____

Reviewer's signature: _____