

## DSP/ESL Drop Application Instructions\*

Developmental Studies Program (DSP) courses and English as a Second Language (ESL) courses may only be dropped under serious circumstances as stated in the Pellissippi State Technical Community College catalog and according to the Tennessee Board of Regents guidelines. In order to drop a DSP/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 DSP Director. You will be notified of the approval or denial of your application by telephone.

### Instructions:

1. Contact your DSP instructor and discuss your situation.
2. Provide all the information requested on the DSP/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.

