

International Student Drop Form

ID #: _____ Name: _____ Date: _____

Course: _____ Instructor: _____

Student Section

Will dropping this course put you below 12 hours (full time student status)? Yes No Current enrolled hours _____

Is this class only offered during a certain semester (fall/spring)? (check one)

- Yes
- No
- Don't know

Is this class a prerequisite for other classes? (check one)

- Yes If yes, what classes: _____
- No
- Don't know

Are you adding another class? (check one)

- Yes
- No

What is your reason for dropping this course? (check one)

- Change of Degree Program
- Not needed for Degree
- Instructor Recommendation
- Failing/can't catch up
- Other: _____

Have you been attending class? (check one)

- Yes
- No _____ # of absences

Have you gone to tutoring, class reviews, etc? (check one)

- Yes
- No

Advisor Section

Discuss dropping the class with your academic advisor and have advisor signoff approving you to drop the course.

Advisor's Signature

Reason why recommended / not recommended:

Recommended

Not Recommended

Instructor Section

Discuss dropping the class with your instructor and have instructor signoff approving you to drop the course.

Instructor's Signature

Accounting & Financial Services

If you are currently in an overload (greater than 18 hours) during **Fall/Spring** semester and drop a class you may owe for the class you are dropping. Some international scholarships do not cover tuition for dropped courses.

For **Summer** if you drop a course after the 100% credit period you will owe for the course (refer to the academic calendar for percentages). All Summer courses are billed per credit hour.

There is a \$25 drop fee and the last day to drop a class is _____

Amount due: \$ _____

Accounting & Financial Services Signature

Office of Accounting & Financial Services 207
Howell McDowell
606-783-2019

International Office

After signatures from your advisor and the office of Accounting & Financial Services, please visit the International Student Office to get the “International Registration Hold” removed to drop the class. The International Office will email a scanned copy to the student’s advisor.

International Office Signature

Student Section

By signing this form, I understand that I have 24 hours to drop the class indicated on this form from my schedule or the “International Registration Hold” will be added back to my account. I also understand I am responsible for paying the amount due to the Office of Accounting & Financial Services.

Student (Type name to confirm request)

Date