

## Adding, Dropping, and Repeating Courses

All schedule changes must be approved by an athletic advisor. Before completing a drop form, you must fill out an official request to drop a course (form included on the following page) available in Athletic Advising Office. Include as many details about your situation as possible on the form. A committee of senior athletic staff members will review your request, then issue or deny permission via campus email. Factors that support approval include dedicated efforts to succeed in the course (i.e., regular attendance, periodic consultation with your professor, use of tutoring resources, meeting deadlines). **Should permission to withdraw be denied by the committee, a student-athlete may be given permission to withdraw if the student-athlete or head coach agrees to reimburse Athletics for the cost of the course.**

If you are granted permission to drop a course, the Assistant Director of Athletics for Academics (ADAA), your coach, and your departmental advisor must sign your drop approval form before you may drop a course after the first week of classes. You must get your coach's approval first. You may not repeat a class that you previously passed without consulting the ADAA. Similarly, you may not register for courses that do not count in your program of study or register for a TN eCampus and expect Athletics to pay for those courses without consulting the ADAA and receiving approval of a committee appointed by the Director of Athletics.

If a student withdraws from a course, the course will be included on their transcript with a 'W.' This 'W' indicates to transcript reviewers that the student attempted the course but eventually withdrew prior to completing the course for a letter grade. W's do not count towards a student's GPA. Dropping a course with a 'W' will change your current hours, however, which could affect your eligibility. Students receiving athletic aid must request permission to drop a course. For students receiving the Tennessee HOPE scholarship, please be aware that all attempted hours (even those from a dropped course) will count against the maximum number of hours for HOPE scholarship eligibility. See the HOPE Scholarship Coordinator in the Office of Financial Aid for questions.

### From the TTU Catalog:

*A reduction in hours at any rate may affect your Student Financial Aid, the HOPE scholarship, athletic status, immigration status for international students, University housing accommodations, Veterans Educational Benefits, use of University resources and access to University facilities, and the loss of full-time student status. Always contact your academic advisor as well as the appropriate office with questions about the impact of your withdrawal from a course before you initiate a withdrawal.*

### TTU Athletics – Request to Withdraw from a Class

Name: \_\_\_\_\_ T#: \_\_\_\_\_ Sport: \_\_\_\_\_

Major: \_\_\_\_\_ Projected graduation date: \_\_\_\_\_

Years of eligibility used: \_\_\_\_\_ Years of eligibility remaining: \_\_\_\_\_

Athletic scholarship student-athlete: Yes No Current semester credit-hours: \_\_\_\_\_

Course from which you are desiring to withdraw: \_\_\_\_\_

Does this course count toward graduation in your major? Yes No

Is this course a prerequisite for a course in your major? Yes No

Have you previously withdrawn from this course? Yes No Other courses? Yes No

Explain why you want to withdraw from this course? (Be specific. Use back of form, if necessary.)

How many times have you visited your professor to discuss your academic status?

Have you utilized University, Departmental, or Athletics tutoring for this course? (Provide tutor names and dates of tutoring. Use back of form, if necessary.)

Have you been attending this class regularly? Yes No Number of missed classes? \_\_\_\_\_

Have you met all assignment deadlines? Yes No

Do you still have an opportunity to pass this class? Yes No

Will withdrawal effect NCAA eligibility or delay your graduation date? Yes No

*Factors of failure to attend class, lack of effort, inadequate planning to meet deadlines, or failing to request academic assistance do not support requests to withdraw from a class. Please realize that you are responsible for maintaining your eligibility to participate in Tennessee Tech intercollegiate sports and for making satisfactory progress toward your degree.*

*Dropped classes result in lost tuition. Consequently, you will be held accountable for your actions and may be required to reimburse Athletics for the cost of the course or to pay for summer classes, if they are required to maintain your athletic eligibility under NCAA rules. Your signature below indicates that you understand the above statement and that you have discussed the issue with your head coach.*

Student-Athlete Signature and Date: \_\_\_\_\_

Head Coach Signature and Date: \_\_\_\_\_

I support / do not support this student's request for withdrawal.

Signature of Assistant Director of Athletics for Academics and Date: \_\_\_\_\_

Recommend Withdrawal / Recommend Remain in Class

Comments: \_\_\_\_\_

Signature of Associate Director of Athletics and Date: \_\_\_\_\_

Withdrawal Approved / Withdrawal Denied