



Graduate Delete Course Form
GRADUATE SCHOOL
4202 East Fowler Ave, BEH304
Tampa, Florida 33620-8470
TEL: (813) 974-2846
<http://www.grad.usf.edu/>

INSTRUCTIONS FOR COMPLETION & SUBMISSION

This form should be filled in electronically and printed. The printed hardcopy should be submitted for signatures.

Please read all instructions prior to form submission. Complete all sections.

Incomplete forms will be returned to the student unprocessed and will delay action on your request.

DELETE PROCESS:

- The Delete Course Form is used to delete a course from the student's record. (The form can be used to delete up to two courses, registered in, **in the same semester**. Please use additional forms as necessary).
- This form should be used by Graduate students. Non-Degree seeking students enrolled in graduate level course work should also use this form.
- The Delete Course Form can be used **only** for the following circumstance.
 - **University error**
- The **student** completes sections I and II, signs and dates the form and attaches letter of explanation.
- The **student** then submits the original form with letter of explanation to the Instructor, Department/Program Chairperson or Director and College Dean to complete section III.
- The **College** then submits the form and all supporting documentation to the Graduate School Dean to complete section IV. (Graduate School approval is required).
- Once the process is completed, the Registrar's Office will send a copy of the form to the student by mail.
- This process can take several weeks; the student is encouraged to use [OASIS](#) to check the status of the request.

REQUIRED SUPPORTING DOCUMENTATION:

- **Written explanation from the appropriate university personnel on letterhead indicating the university error: (An e-mail communication between the student and appropriate university personnel verifying/acknowledging the university error may be attached to the petition request in lieu of the letter on university letterhead).**

REQUIRED SIGNATURES:

- Delete requests with missing signatures will be returned to the student **unprocessed/with no action taken**.
- Obtain signatures in the order listed on the form.

FINANCIAL RESPONSIBILITY:

- Financial liability should be confirmed with the cashier's office after the student receives their copy of the processed form from the Office of the Registrar.

DIRECTIONS FOR INTERNATIONAL STUDENTS:

INTERNATIONAL STUDENTS: Please check **YES** or **NO** in the International Student box on the front of the petition to verify your International student status. Students with an F-1 Visa must meet with an ISSS advisor prior to submitting this form for signatures. If the advisor does not approve the delete request, **DO NOT PROCEED WITH THIS PETITION REQUEST**. Petition requests for International students will not be processed without prior ISSS approval. Make an appointment with an ISSS Advisor by calling (813) 974-5102. ISSS is located in CPR 469. Information about immigration status requirements is available at: http://web.usf.edu/iac/issc/student_F-1.html

ISSS ADVISOR: The ISSS Advisor should check the **YES box and provide initials** indicating approval of the request within the International student box that's on the front of the form. A written approval letter on letterhead from ISSS may be attached to the petition if special circumstances are to be considered.

