

DEPARTMENT OF CHEMISTRY

DROP-IN SEQUENCE

The **Drop-in Sequence** policy is for those students struggling in their current chemistry class and who have made a fair attempt to learn the material but need to drop to a lower level course. A fair attempt would include class attendance and participation, homework and quizzes, meeting with the instructor, etc. The **student is responsible** for obtaining a **Drop-in Sequence Application** from the instructor, the DUS Office, or the Registrar's Office.

The guidelines for the **Drop-in Sequence** policy are as follows:

- **Four** signatures are **required** for a **Drop-in Sequence**:
 - student
 - current course instructor
 - drop-in course instructor
 - student advisor

- The current course instructor will sign the application **only if** the instructor feels that the student has made a fair attempt as defined in the first paragraph.

- The drop-in course instructor will sign the application **only if** the instructor feels that the student will be able to make a successful transition to the lower-level course.

- The **Drop-in Sequence Application** must be completed and submitted to the Registrar's Office within 20 school days from the beginning of the semester.

- The late drop credits **will be waived** for those students dropping to a lower level course not already completed or a completed course in which the final grade was **lower than a C**.

- If the student has already completed the lower level course with a grade of C or higher, the late drop credits **will not be waived**.

