

Late Drop Request is for semesters that have already ended. The approvals below are needed in order to process a late drop request.

Student

Instructor

Dean of the Students Degree Program (The Registrar’s Office will obtain this approval)

In order to ensure the appropriate approvals/signatures are received, **the process must be completed using University email accounts.**

**For Students:**

Please complete the PDF Late Drop Request (page 3 below), sign electronically, and save. To complete the form electronically, select the Fill and Sign icon on the right hand margin of Adobe. Once the form has been completed, save and then navigate to

<https://apps.umsl.edu/webapps/ITS/dropbox/index.cfm>

- The late drop request *requires* Instructor approval
- Please enter the Instructors UMSL email address. In order to ensure delivery, please double check the email address before submitting
- Ensure the Duration of Upload is set at 2 Weeks
- Select the Browse button and find the Late Drop PDF form that includes your signature
- Upload the file and select the Submit button

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**Log Out**

**Digital Dropbox System : Files** SSO: tackettm

**Send a file**

Recipient Email address:  or SSO:

Duration of Upload:   No file selected.

**Retrieve a file**

File Name	Sender	Date Uploaded
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**Files You Have Sent**

File Name	Sender	Date Uploaded
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**Download History of Recipient**

File Name	Recipient	Date Downloaded
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**For Instructors:**

You will receive an email from [dropbox@umsl.edu](mailto:dropbox@umsl.edu) (see below). Please note: the access to these files will expire within two weeks. Therefore, it is critical to download and process as soon as possible.

Click the link next to “You can retrieve your file here:”

**Download the file**

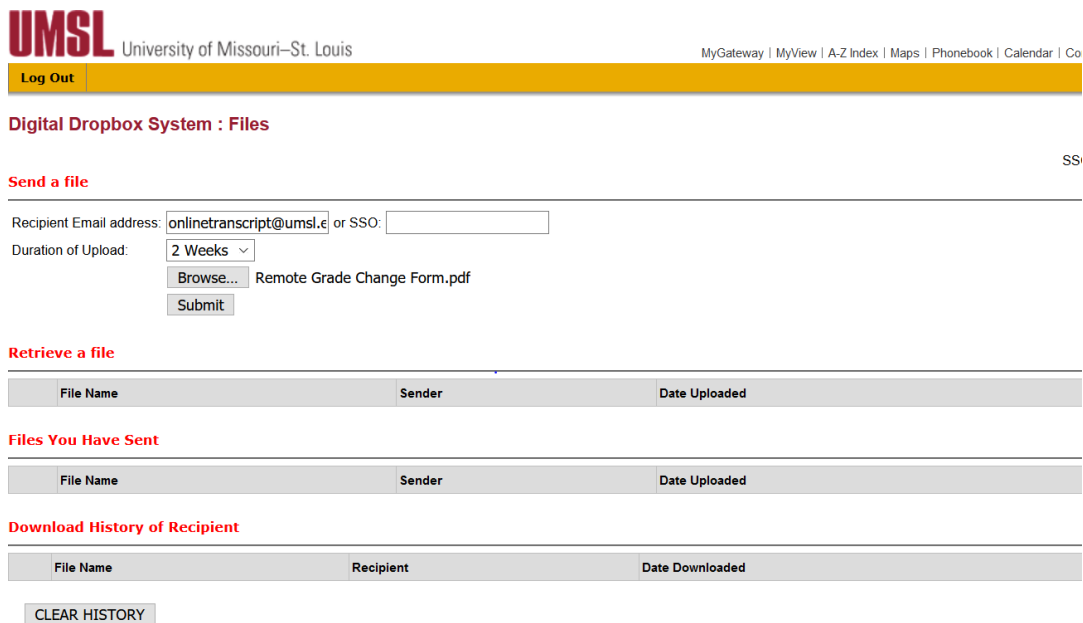


You have received the following file: Fax cover sheet for SIUE.docx  
This file was sent by: Mary Tackett: [tackettm@umsl.edu](mailto:tackettm@umsl.edu)

You can retrieve your file here: <https://apps.umsl.edu/webapps/ITS/dropbox/login.cfm>

- After downloading the file, please sign the form electronically and save. To complete the form electronically, select the Fill and Sign icon on the right hand margin of Adobe
- Add your signature and check if the grade assigned is an EX or EXF.
- Then upload the file at <https://apps.umsl.edu/webapps/ITS/dropbox/index.cfm>
- Route to [records@umsl.edu](mailto:records@umsl.edu)
- Ensure the Duration of Upload is set at 2 Weeks
- Select the Browse button and find the grade change PDF form that includes your signature
- Upload the file and select the Submit button

The Registrar’s Office will reach out to the appropriate Dean for the student.



Student ID# \_\_\_\_\_ Student Name: \_\_\_\_\_

Dropping this course may affect your financial aid. Please contact the Student Financial Aid Office.

SEMESTER/ YEAR (ie:FS2020)	SUBJECT	CATALOG#	SECTION	CLASS NUMBER	COURSE TITLE	CR. HRS	AUDIT? Y/N

Reason for Drop: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above student is withdrawing from your class. Please indicate the student’s final grade below.

EXCUSED     EXCUSED FAILING

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*\*Department Approval (for Nursing & Engineering)

If Applicable:

Deans Signature: \_\_\_\_\_ Date: \_\_\_\_\_