



**Graduate Delete Course Form**  
**GRADUATE SCHOOL**  
4202 East Fowler Ave, ALN226  
Tampa, Florida 33620-5816  
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](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.

