

The 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:**

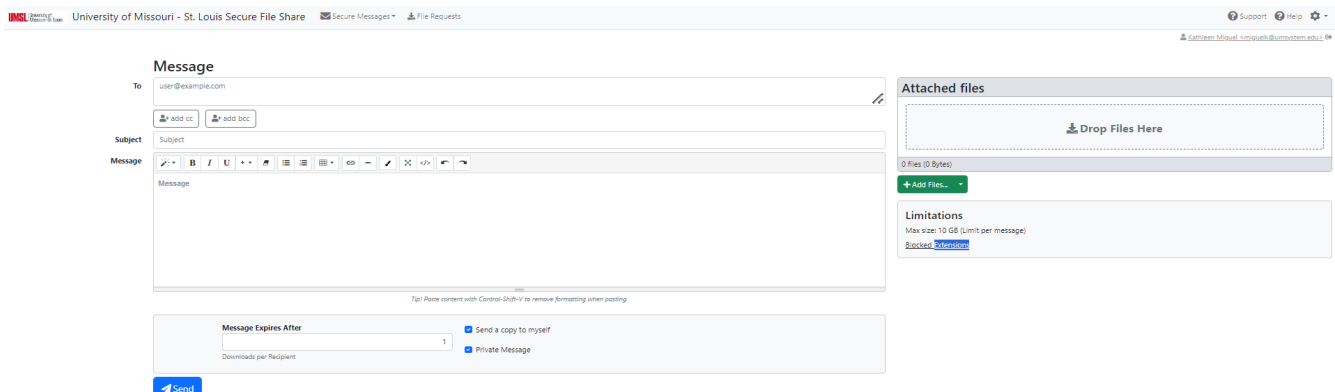
Please complete the PDF Late Drop Request (page 3 below), sign electronically, and save. To complete the form electronically, select the Fill and Sign icon on the right-hand margin of Adobe.

Once the form has been completed, save.

Please use the **University of Missouri - St. Louis Secure File Share** to send to your instructor for approval.

**See instructions below for sending using the University of Missouri – St. Louis File Share:**

- The web address is fileshare.umsl.edu. Log in with your UMSL credentials or select SSO Login.
- Please enter the instructor’s UMSL email address. In order to ensure delivery, please double check the email address before submitting.
- Please type in "Late Drop Request" in the Subject field. Adding a message is optional.
- Select the green *Add Files* button and find the late drop PDF form that includes your signature.
- The Message Expires After field as well as the options for Send a copy to myself and Private Message are all optional.
  - Message Expires After - Restricts the number of times the attached file(s) can be downloaded by the recipient(s)
  - Send a copy to myself - You will receive an identical copy of the email sent to the recipient(s)
  - Private Message - Your optional message will not be visible in each recipient's email and can only be viewed once each recipient clicks on the URL link and authenticates
- Select the blue *Send* button. The message will expire automatically two weeks after send date.



**For Instructors:**

You will receive an email from the sender also marked [filesharenotify@umsl.edu](mailto:filesharenotify@umsl.edu) (see below).

- Please note: access to these files will expire within two weeks, therefore, it is critical to download, sign and send to [records@umsl.edu](mailto:records@umsl.edu) for processing, using UMSL File Share, as soon as possible.
- Select Access Secure Private Message

The screenshot shows an email header from Kathleen Miguel <filesharenotify@umsl.edu> to Woodhouse, Shawn. The email is titled "Secure Private Message". Below the title is a table with the following details:

Sender	Kathleen Miguel <miquelk@umssystem.edu>
Message ID	88po6T7xtJNUdh4Nf824S4
Message Expires	Thursday, 18 January
Message URL	<a href="https://fileshare.umsl.edu/message/88po6T7xtJNUdh4Nf824S4">https://fileshare.umsl.edu/message/88po6T7xtJNUdh4Nf824S4</a>
Access Permission	Only specified recipients can access this Secure Private Message.

Below the table is a blue button labeled "Access Secure Private Message".

This will open the private message as shown below.

- Please download the attached file.
- Select the Fill and Sign icon on the right-hand margin of Adobe. Once the form has been signed please save.
- Send to [records@umsl.edu](mailto:records@umsl.edu) for processing by using the same UMSL file Share system and instructions as shown above. Please make sure you select the version of the PDF that you have signed to attach and send.

The screenshot shows an email client interface. The "Message" pane on the left contains the following text:

To: user@example.com

Subject: Subject

Message: Hello Registration Office,  
Please see the attached Late Drop Request for Louie Triton.  
Thank you,  
Dr. UMSL

The "Attached files" pane on the right shows a single attachment: "remote-late-drop-request1.pdf" (695 KB). Below the attachment is a "Drop Files Here" area with a download icon and a progress bar showing "1 file (695 KB) 171.49 KB/s 0 min 0 s". There is also a "Limitations" section with the text: "Max size: 10 GB (Limit per message) Blocked Extensions".

Once the permission from the instructor is received, the Registrar’s Office will reach out to the appropriate Dean for the student to obtain final approval. Please note that the Dean may require further explanation or documentation from the student before approving the late drop. If further explanation or documentation is required, the Dean will reach out to the student.

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

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

SEMESTER/ YEAR (i.e: FS2024)	SUBJECT (i.e: MATH)	CATALOG# (i.e: 1105)	SECTION (i.e: 001)	CLASS NUMBER (i.e: 12345)	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)

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_