



Drop/Resigning Courses from the University

A course may be dropped in accordance with the dates in the [Academic/Registration Calendar](#). For more information please refer to [GROK Article](#).

Procedure to Drop a Course

1. Access the myLSU Portal
2. Select “Registration Services” from the menu on the left side of the screen.
3. Select “Schedule Request” from the drop down menu that displays.
4. On the Schedule Request panel, select “LSU” as your campus, select the appropriate module, and click on “View Schedule Request.”
5. When your schedule request appears, click on the “Drop” button for the course you want to drop.

Resignation

Dropping an entire course load constitutes resignation from the university for that module. A student who abandons courses without resigning will receive a grade of “F” in each course. A graduate student who wishes to resign must first secure approval of the dean of the Graduate School. Send your request to gradonline@lsu.edu

Completion of resignation involves clearance by certain administrative divisions of the university as shown on the resignation form.

Post-baccalaureate Certificate in Construction Management Students

A student pursuing the Post-baccalaureate Certificate in Construction Management who wishes to resign must first secure approval of the Dean of the College of Engineering. Send your request to enr@lsu.edu. Completion of resignation involves clearance by administrative divisions of the University as shown on the resignation form.