

# Late Course Drop Petition

To: Admissions and Advanced Standing Committee

Date: \_\_\_\_\_

From:

\_\_\_\_\_  
Last Name                      First                      Middle Initial

919  
\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Local Address

\_\_\_\_\_  
Local Phone

1. Department Number \_\_\_\_\_ Course Number \_\_\_\_\_ Section Number \_\_\_\_\_ Title \_\_\_\_\_

2.  Fall     Spring    **Trimester:**  Trimester     Block 1     Block 2    Year \_\_\_\_\_

**Summer Trimester:**  Session I     Session II     Session III     Session IV    Other \_\_\_\_\_

3. What was the published deadline for the course drop? \_\_\_\_\_

4. Have you been attending class?  Yes     No    If not, when did you stop attending class? \_\_\_\_\_

5. On what dates were you absent before you stopped attending? \_\_\_\_\_

6. Did you have a mid-term D or F reported in the class?  Yes     No

## INSTRUCTOR

\_\_\_\_\_  
Signature (required)                      Date

Comments:

## ADVISOR

\_\_\_\_\_  
Signature (required)                      Date

Comments:

Support     Do Not Support     Aware of Petition

Support     Do Not Support     Aware of Petition

**ANY MISREPRESENTATION REGARDING SIGNATURES, DATES, OR OTHER INFORMATION ON THIS FORM IS A VIOLATION OF UNIVERSITY POLICY AND WILL RESULT IN DISCIPLINARY ACTION.**

**FOR COMMITTEE USE ONLY**

Approve    Vote    \_\_\_\_\_

Date \_\_\_\_\_

Deny    Comments:

Table

# Instructions

In the space below, or on additional sheets of paper, please describe the *extenuating circumstances* that prevented you from meeting the published drop deadline. (THIS **MUST** BE TYPED.) The Committee will look for petitions that are due to extraordinary reasons (*beyond the control of the student*). Extraordinary reasons which may be considered include advisor error, administrative error, documented medical reasons, and personal or family emergencies. The Registrar will provide the Committee with pertinent enrollment information and transcripts of grades.

Be specific, detailed, and honest in justifying the basis for your petition. You are encouraged to get letters of support from your advisor or other faculty members familiar with your situation. Attach appropriate supporting statements, e.g., a doctor's verification of illness. *Your written explanation and documentation will be the only basis the Committee will have for consideration in arriving at a decision.*

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STUDENT SIGNATURE

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DATE

You will receive written notification of the Committee's decision from the Registrar. Should your petition be denied, the Committee has determined that the circumstances described in your petition or lack of sufficient documentation did not warrant an exception to University policy.