UNIVERSITY ACADEMIC ADVISING CENTER
PETITION TO DROP A COURSE
AFTER THE DEADLINE

(This section to for UAAC USE ONLY)

Petition must be submitted no later than

1 week from: _____/_____/_____ (insert today's date)

Date received: _____/_____/_____

Received by: _____ (signature)

Important information for students:

1. Students are responsible for knowing and adhering to the official University deadlines published in the Timetable.
2. Poor performance in a course is NOT an appropriate reason for requesting to drop a course after the deadline.
3. The desire to avoid academic probation/suspension is NOT an appropriate reason for requesting to drop a course after the deadline.
4. Students must be enrolled for 12 credit hours in order to maintain full-time status. Dropping below 12 credit hours can affect eligibility for financial aid, athletic team participation, on-campus housing, etc.
5. Submission of a petition to drop a course after the deadline does NOT constitute permission to do so. Students are responsible for continuing to attend the class and for completing all required work on time.

PART I. To be completed by the student (please type or print clearly) UAAC Advisor Name:_____

Student's Name: _____ _____ _____
(Last) (First) (Middle)

Student's ID Number: _____ Phone #: _____ E-mail: _____

Current Address: _____

Course for which late drop is sought: _____ _____ _____ _____
Dept. Course # Section # Title of Course

Instructor's Name: _____ Semester course was taken: _____ Year: _____

PART II. To be completed by the student

A. In the space below, describe the extraordinary circumstances that have caused you to request permission to drop a course after the deadline. Please include pertinent dates (when were you first confronted by these unusual circumstances; how long did they continue). Use the reverse side of this page if necessary. Copies of any supporting documentation should be attached to this petition (medical documentation, lawyer's statement, psychologist's statement, etc.)

B. Explain how these extraordinary circumstances prevented you from dropping the course by the established deadline.

C. Explain why the extraordinary circumstances prevent you from continuing in the course for which you are requesting a late drop but do not affect your ability to complete your other courses.

D. Explain any other relevant information related to your unusual circumstances that you believe should be considered in reviewing this petition.

E. List below the remaining courses and credit hours in which you will be enrolled this semester IF you are permitted to drop this course.

Dept.	Course #	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Remaining Hours: _____

I understand that giving misinformation in this petition constitutes a violation of the Honor Code.

_____ _____
Student Signature Date

Note: Student will be contacted within one week (by phone or email) with Director's decision regarding this late drop request.

PART III. Course Instructor Approval

The student named above has requested permission to drop your course. Do you support this request? ❑ yes ❑ no

_____ _____
Instructor's Signature Date

THIS SECTION FOR UAAC USE ONLY: ❑ Approved ❑ Not Approved
Comments:

_____ (Associate Director's Signature) _____/_____/_____ (Date)