PETITION FOR LATE DROP

I. POLICY AND PROCEDURES
University Policy: "...After the eighth week a student may not drop a course, except where verifiable extenuating circumstances can be demonstrated. A petition for a late drop may be presented by the student for consideration to the dean of the college or school in which the student is majoring as of the beginning of the semester...During the Summer Term; this schedule is adjusted appropriately to fit the condensed time frame..." (page 29, Spectrum) Poor performance in a course is not considered justification for a late drop.

Dropping courses may adversely affect your housing status, financial aid, lottery scholarship, or other scholarships. Developmental Studies courses may not be dropped without permission from the University Advisement Center, Second level, Culp Center.

PROCEDURES:
A. Student initiates process by obtaining PETITION form from the Records Office, Burgin E. Dossert, Rm. 101.
B. Student presents completed petition (including instructor input) and documentation to the dean of major or his/her designee for review.
C. The dean or designee may request a conference with the student to discuss this petition.
D. Dean approves or disapproves the petition, notifies student; and (if approving) completes LATE DROP APPROVAL form which is valid for three working days after the date of the dean’s approval.
E. Student must pick up the LATE DROP APPROVAL form and take it to the Records Office. After the last day to withdraw for the term, all students must present the petition to the Provost’s designee for evaluation prior to the Office of the Registrar. The designee is located in the Office of Undergraduate Student Advisement, Second Level, and Culp Center Welcome Center.

Note: LATE DROP APPROVAL forms must be received in the Office of the Registrar no later than 4:30 p.m. two days before the end of classes for all academic terms.

II. STUDENT COMPLETES THIS SECTION
Student's name: __________________________ Last First Date: _____________________________
E#: _____________________________ Cum. GPA _____________________________
Total Credits Currently Enrolled: _____________________________ Classification: Fr. So. Jr. Sr. (Circle one)
Phone number: _____________________________ Email: _____________________________

Permission is being sought to drop: _____________________________ Dept. Course Section Instructor: _____________________________

Currently enrolled in the following other courses:

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<th>Dept.</th>
<th>Course</th>
<th>Section</th>
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If you receive financial aid or Veteran’s benefits, list all types you receive:

________________________________________________________________________________
________________________________________________________________________________
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III. STUDENT SECTION - CONTINUED

EXTENUATING CIRCUMSTANCES WHICH JUSTIFY DROP REQUEST
(ATTACH APPROPRIATE DOCUMENTATION OR GIVE NAME OF INDIVIDUAL WHO CAN VERIFY CIRCUMSTANCES - I.E., PHYSICIAN, EMPLOYER, ETC. IF YOUR REASONS ARE OF A VERY PERSONAL NATURE, YOU MAY WISH TO STATE THOSE REASONS VERBALLY TO THE DEAN OR DESIGNEE.)

__________________________________________
__________________________________________
__________________________________________

ADDITIONAL INFORMATION: HAVE YOU DISCUSSED YOUR SITUATION WITH THE COURSE INSTRUCTOR?  

When?  
__________________________________________

Have you attended class regularly?  Have you taken all regularly scheduled exams?  
__________________________________________

Have you discussed your situation with your academic advisor?  What are your exam/project grades?  
__________________________________________

What is your advisor's name?  
__________________________________________

The above statements are true and accurate to the best of my knowledge.  
Signed:  
Student's signature  Date

IV. FOR INSTRUCTOR'S USE

Has the student discussed his/her performance in the course with you, with a view toward completion of the course?  Has the student's attendance record been satisfactory?  
__________________________________________

At this point, what is the student's grade in the course?  
__________________________________________

ADDITIONAL COMMENTS:  
__________________________________________

__________________________________________

Signed:  
Instructor's signature  Date

V. FOR DEAN'S USE

If drop is approved, complete LATE DROP APPROVAL form.  
Approved  Disapproved  Signature  Date:  

Revised 12/2/2010; 07/26/2011