

**Late Drop Petition
For Arts and Sciences students only**

Please return the completed form to the Academic Advising Center, Woodbury 109, UCB 290

The faculty have established a deadline for students to drop classes. Deadlines are posted on the Registrar's web site. Students are responsible for knowing and adhering to posted deadlines.

Filling out the petition does NOT result in automatic approval. You are expected to keep attending your class and submitting work until you have received a decision! Petitions will be accepted until office close on the last day of classes for the term. During the Fall and Spring terms, no petitions will be accepted once finals begin and the term has ended.

Student: Complete this section. Please type or print clearly

Name: (Last, First) _____ Student ID: _____ Local Phone: _____

Course: Dept Prefix _____ Course # _____ Section # _____ Credit Hours: _____

Major _____ Semester/Yr: _____

Course Title: _____

To drop a course after the deadline you must provide documentation of extenuating circumstances beyond your control that occurred after the deadline and that prevent you from attending/participating in a course.

1. Please read carefully and check each box indicating that you have read and understood the statement. In and of themselves the following are not sufficient reasons to drop a course after the deadline:

- Poor performance in a course is not grounds for requesting to drop a course after the deadline.
- Protecting your GPA is not grounds for requesting to drop a course after the deadline.
- Concern that you may be placed on academic probation or dismissal is not grounds for dropping a course after the deadline.
- Failure to verify your class schedule on the web registration system is not grounds for dropping a course after the deadline
- Failure to monitor your position on a waitlist and/or failure to attend a class that you have rolled into from a waitlist is not grounds to drop a course after the deadline.
- A change of major that results in a course no longer meeting a specific major/degree requirement is not grounds for dropping a course after the deadline.
- Failure to attend class on a regular basis is not grounds for dropping a course after the deadline.

2. Please type in the space below or attach a typed statement explaining the extenuating circumstances that are grounds for your petition. Provide documentation that verifies the extenuating circumstances and that document when these circumstances occurred.

(over)

3. Type in the space below or attach a typed statement explaining why/how these extenuating circumstances have affected your ability to participate in this one course and why they have not affected your ability to participate in your other courses.

Student Statement: I have read and understand all of the information on this petition, and I understand that the decision will be final. I certify that the information given is correct. I understand that providing false statements or false documentation is a violation of the Honor Code and that any violations will be reported to the Honor Code Office.

Student Signature: _____ Date: _____

Print CU e-mail: _____@colorado.edu

After completing the student section, take the form to the instructor to complete the instructor section. The student is responsible for submitting the completed form to Woodbury 109 in a timely manner and by the end of the term, before finals have started.

Instructor: Completing this section does not indicate endorsement of a late drop. It is a request for the attendance record and grades for work completed.

Attendance and grades recorded to date for this student:

1. Student attended to this date _____ Student never attended _____
2. Work/assignments completed to date: _____
3. Estimate the current course grade based on work completed to date for this student: A B C D F
4. Comments: _____
5. Print Instructor Name: _____ Signature _____
6. Instructor E-mail _____@colorado.edu Date _____

Academic Advising Center Use Only

Reviewer Initials: _____ Approved NME Denied Date: _____

Comments: _____

Notification: By (initials) _____ E-mail sent on (date): _____ NME received on: _____