LATE DROP PETITION
For Arts & Sciences students only

Please return the completed form and all supporting documents to the Academic Advising Center, Woodbury 109, 290 UCB

The faculty has established a deadline for students to drop classes. Deadlines are posted on the Registrar’s website (http://registrar.colorado.edu). 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 5:00 p.m. 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: ________

Course Title: Major: Semester/Yr: ________

☐ I am an international student This box must be checked if you are an international student.

To petition for a late drop, you must provide documentation of extenuating circumstances beyond your control that prevented you from dropping the course by the posted drop deadline. A complete petition packet includes a personal statement, relevant supporting documentation, an instructor’s statement with signature and any other pertinent information. Applications submitted without all of these elements will be considered incomplete and will not be reviewed.

1. Please read carefully and initial after each line to indicate that you have read and understood the statement. In and of themselves the following are not sufficient reasons to drop a course after the 10 week deadline.
   a. Poor performance alone is not grounds for requesting to drop a course after the deadline. 
   b. Protecting your GPA is not grounds for requesting to drop a course after the deadline.
   c. Concern that you may be placed on academic probation or suspension is not grounds for dropping a course after the deadline.
   d. Failure to verify your class schedule on the web registration system is not grounds for dropping a course after the deadline.
   e. 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.
   f. A change of plans that results in a course no longer meeting a specific major/degree requirement is not grounds for dropping a course after the deadline.
   g. Approved petitions will result in a course grade of a “W.”
   h. Failure to attend class on a regular basis is not grounds for dropping a course after the deadline.

2a. Please attach a TYPED statement explaining the extenuating circumstances that occurred and that are the grounds for your petition. Provide complete documentation that verifies the extenuating circumstances and the specific dates these occurred. Your request will be considered on the basis of the information you provide, so it is to your advantage to take the time necessary to state your case clearly and completely and supply any documentation relevant to your argument. Official letterhead is required when citing health related issues. Be assured that any submitted medical records will be destroyed after a decision regarding the petition is made.

2b. Include in your statement 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. Arts and Sciences students have up to the last day of classes to withdraw from their entire schedule.

Student Statement: I have read and understand all of the information on this petition. I have included all relevant supporting materials and I understand that the decision reached by the Petition Review Committee 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. If my petition is approved, a grade of “W” will appear on my transcript. I will receive official notification of the final decision by email, to my Colorado.edu email address.

Student Signature: ___________________________ Date: __________________________

Print CU e-mail: ___________________________@colorado.edu
After completing the student section, take this form to the instructor to complete the section below. It will also suffice for a CU professor to submit an email from their official Colorado.edu email to your Colorado.edu email address confirming the information outlined below (email correspondence must be printed and attached to your petition). The student is responsible for submitting the complete petition to Woodbury 107 no later than 5:00 p.m. the last day of classes, before final exams 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 from this date________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: ___________________________

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**Academic Advising Center Use Only**

Reviewer(s) Initials:_________________________  
Date: ___________________________  
Approved ☐  
NME ☐  
Denied ☐  
Comments: ___________________________

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Notification: By (initials) _____________  
E-mail sent on: ___________________________  
NME received on: ___________________________