

# Request to drop a course Undergraduate

All requests for drops that are exceptions to established policies must be reviewed by the college's Academic Standards Committee, made up of representatives from the four departments in the college. A special drop will not be approved except for extenuating circumstances beyond the student's control.

All petitions must include this form and a completed add/drop slip signed by the student, the instructor(s), and the academic adviser. Add/drop slips can be obtained in 297 Design or from the student's academic adviser. Documentation of extenuating circumstances, such as a doctor's statement (diagnosis is not requested) or a copy of a court order, should be attached.

*These materials must be submitted to the Student Services office in 297 Design no later than Monday of the week before final exams. Petitions received after that day will not be considered.*

Check all that apply:  Late drop(s)  Additional drop(s)  Retroactive drop(s)  Administrative drop(s)

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Major \_\_\_\_\_ Year :  Freshman  Sophomore  Junior  Senior

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

I would like to drop the following course(s): \_\_\_\_\_ for (Semester/Year) \_\_\_\_\_

This petition is being submitted for the following reasons (use the back of this sheet if necessary):

Student's Signature/Phone \_\_\_\_\_

Date \_\_\_\_\_

Instructor's statement concerning attendance and the quality of course work to date (use the back of this sheet if necessary):

Instructor's Signature/Phone \_\_\_\_\_

Date \_\_\_\_\_

Academic adviser's verification of extenuating circumstances and statement concerning the request:

Adviser's Signature/Phone \_\_\_\_\_

Date \_\_\_\_\_

Academic Standards Committee Action: APPROVED/DENIED

Date \_\_\_\_\_