

**College of Natural Resources  
Request to Late-Drop a Course**

Name:	ID:	Major:	e-mail:
Course Information Dept.	Course #	Index #	Petition to (check one): Drop    Option A-F    Option P/F

The drop deadline is established by the university. Requests to drop courses after the deadline will be approved only for students who are confronted by extraordinary circumstances **beyond their control** that are **verifiable**, could **not** have been anticipated prior to the drop deadline, and require them to withdraw from a particular course, rather than from all courses.

- A student may NOT late drop a course in order to avoid receiving a low grade or to avoid academic probation or suspension.
- A student may late drop a course only with the permission of the instructor.
- A student who does not maintain full-time status (12 hours per semester) may jeopardize receipt of financial aid, athletic eligibility, residence in a dormitory, insurance benefits, and the use of university facilities and programs.
- All requests for retroactive drops must be initiated through the use of this request form.

The academic deans will consider late-drop requests only after the student has submitted this form, with all items completed. No requests submitted on incomplete forms will be considered.

**Please note:**

- Students must attach some type verification of extenuating circumstances.
- Any misrepresentation of facts will constitute a violation of the University Honor Code. Copies of all approved forms will be sent to the instructor's department.

**TO BE COMPLETED BY THE STUDENT:**

How many absences have you had in this course? \_\_\_\_\_ Are you receiving financial aid? \_\_\_\_\_

How many assignments have you missed or turned in late? \_\_\_\_\_ Why? \_\_\_\_\_

How many tests have you missed? \_\_\_\_\_ Why? \_\_\_\_\_

Have you met with your professor and requested assistance earlier in the semester? \_\_\_\_\_

What university support services have you used this semester? \_\_\_\_\_

\_\_\_\_\_

Why are you requesting a late drop? \_\_\_\_\_

\_\_\_\_\_

I certify the above information is accurate. I understand misrepresentation of the facts constitutes a violation of the Honor Code.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To the faculty member:**

- Please do not complete this form before the student has responded to all questions.
- This form must be completed by the faculty member before a request for a late drop is considered.
- The academic deans will consider your information with that of the student before making a decision on the request.
- This form in no way represents a request by the dean's office for you to approve a late drop.
- A copy of all requests, with the dean's decision, will be returned to your department. Please follow up on any cases for which you have questions.

Has the student missed deadlines or failed to submit assigned work? Yes\_\_\_\_ No\_\_\_\_

Has the student missed any tests? Yes\_\_\_\_ No\_\_\_\_

Has the student consulted you earlier in the semester for assistance? Yes\_\_\_\_ No\_\_\_\_

What is the student's current grade in your class? \_\_\_\_\_

Has the student discussed the request for a late drop with you? Yes\_\_\_\_ No\_\_\_\_

Do you recommend a late drop in this course for this student? Yes\_\_\_\_ No\_\_\_\_

Would an incomplete be a viable option for this student? Yes\_\_\_\_ No\_\_\_\_

Other comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by the academic dean:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date processed: \_\_\_\_\_ Copy sent to department \_\_\_\_\_