

DIVISION OF KINESIOLOGY

LATE DROP PETITION for Undergraduates Only

Policy and procedures for requesting an official withdrawal (late drop) after the term deadlines are listed below. These procedures MUST be followed to ensure consideration of your request.

DEADLINES:

Fall or Winter Term

Late drops between the 3rd and 6th week of a full term require the approval and signature of an Office of Student Services (OSS) advisor. This petition procedure goes into effect after the 6th week of a full term.

Spring or Summer Half-Term

Late drops between the 2nd and 3rd week of a half-term require the approval and signature of an OSS advisor. This petition procedure goes into effect after the 2nd week of a half-term.

POLICY:

If you are having difficulty in a course, meet with your instructor, as well as your faculty or OSS advisor for help with determining the best course of action.

NOTE: Courses dropped in the first three weeks of a term (first two weeks of a half term) do not appear on the transcript; all courses officially dropped thereafter appear on the transcript with a withdrawal ("W") notation which designates an approved withdrawal after the third week of a full term or second week of a half-term.

The following reasons will be considered sufficient (with appropriate documentation) for approval of late drops:

1. Incorrect placement in a particular course which can be attributed to a specific cause, e.g., University error, inadequate prerequisites which could not be assessed prior to the sixth week of a full term or third week of a half term.
2. The content of a course differs significantly from that described by the instructor during the first six weeks of a full term or third week of a half term.
3. A change in the student's educational goals or objectives which may result in a change of degree program or a cross-campus transfer.
4. Demonstrable personal conflict with the instructor.
5. Documented significant personal and/or health problems.
6. Other extreme, unpredictable problems which would adversely affect the student's ability to complete the course.
7. Registered but never attended the course. Have the petition signed by the professor, then submit to OSS with proper documentation from the instructor and complete the procedure with a drop/add form.

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PROCEDURES:

1. **Students must continue to attend the class while the petition is under consideration.** If the petition is approved students may stop attending class at that time.
2. Complete the petition form. Answer #2 (the reason for your request) in accordance with the stated reasons of the late drop policy. Failing a course, or not being satisfied with your grade, are not stand alone reasons for a late drop. Provide the educational implication in your response.
3. Take the completed petition form to the course instructor for discussion and signature. (This signatures does not ensure approval of the petition)
4. After the petition has been signed by your instructor bring it to the Office of Student Services (OSS) at 3745 Kinesiology, for consideration of the requested action. You must meet with an advisor in OSS before your petition is completed. Bring requested medical or other documentation to this meeting. You should schedule this appointment when you obtain the petition form. You may be asked to meet with the Director of OSS. Final decisions for late drops will be made by the Office of Student Services. Denied petitions may be appealed to the Executive Committee.
5. If the action is approved, you must take a (drop/add form), with the appropriate OSS signature and stamp, to the Registrar's Office 1510 LSA Building to complete the drop procedure. **You are not withdrawn from the course until the Registrar's Office has processed the drop/add form. You are subject to any fees established by the University Office of the Registrar.**
6. You will receive an answer from the OSS advisor you met within two business days.

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Student Name: _____ UM ID#: _____
(8 digit number)

Local phone: _____ Email: _____

Faculty Advisor: _____

Office of Student Services Advisor: _____

Major: _____ Level: _____

Freshman Sophomore Junior Senior Special (Circle one)

1. Request late withdrawal from:

<u>Class Number</u>	<u>Subject</u>	<u>Catalog Number</u>	<u>Credit Hours</u>	<u>Term</u>
example 12345	MATH	105	3	Fall 06
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Please state your reasons for making this late withdrawal request.
Attach medical or other documentation when applicable.
Attach an additional sheet if necessary.

3. Will this withdrawal delay your graduation date or require additional hours in following semesters?

4. Have you petitioned previously for late withdrawal from courses?
If so, briefly explain the circumstances.

(over)

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FOR THE INSTRUCTOR ONLY:

Please comment briefly on the student's level of performance, class attendance, and additional information you feel is important in consideration of this late drop.

Comments: _____

- _____ I support this petition.
_____ I do not support this petition.
_____ I do not have sufficient information upon which to make a recommendation.

Instructor Name (please print): _____

Department: _____

Signature: _____

Email: _____ Phone: _____ Date: _____

OFFICE OF STUDENT SERVICES (OSS) ADVISOR:

Please note the following and comment briefly on additional information you feel is important in consideration of this late drop.

- _____ Discussed Financial Aid Implications _____ Reviewed Four-Year Plan
_____ Discussed Insurance Implications _____ Reviewed Enrollment History
_____ Discussed Eligibility Implications _____ Discussed Probation Implications
_____ Discussed with Faculty Advisor (Name: _____)

Comments: _____

- _____ I support this petition.
_____ I do not support this petition.

OSS Advisor Signature: _____

Date: _____

FOR DEPARTMENT USE ONLY

ACTION TAKEN:

Approved: _____ Denied: _____ Date: _____

OSS Director Signature: _____