

## Petition to Drop a Course After the Deadline

University policy allows students to drop courses without penalty through the midpoint of the course. This petition is to be used for situations in which a student wishes to drop a class past this deadline due extenuating circumstances beyond the student's control which commenced subsequent to the midpoint of the course or prevented adherence to the official drop deadline.

- **Other options may exist for completing coursework without dropping a course. You should discuss these options with your instructor before submitting this petition.**
- **Due to federal privacy laws (FERPA), the information in and status of your petition cannot be discussed with anyone other than you as the student without a signed release form.**

### PROCEDURAL GUIDELINES

- 1) **The student narrative, instructor's report form, and any and all substantiating documentation need to be turned in at the same time. The petition will not be reviewed until all portions are complete.**
- 2) It is your responsibility to check on the implications such a drop would have on financial aid, lengthening of academic tenure and all related financial and other implications of this, eligibility for housing, participation in intercollegiate athletics, insurance coverage, student employment, or other activities.
- 3) **Continue attending and participating in class while the petition is being reviewed.** The College will notify you via email of its decision on your petition, generally within five business days. If your petition is denied, you should continue with the course. If your petition is approved, the course will still appear on your transcript with a "W" for "withdrawal."

### PETITION REQUIREMENTS

- 1) Student narrative:
  - Describe the circumstances that made you decide not to drop the course within the deadline.
  - Outline the extenuating circumstances beyond your control that have impacted your ability to perform to your academic capabilities. Include specific dates of these circumstances and how they correspond with key dates in the course(s) as much as possible.
  - Discuss your reasons for requesting a drop of this course. How did the extenuating circumstances impact the class(es) in this petition and not others?
- 2) Instructor's estimated grade report: It is your responsibility to obtain the information here from your instructor and return it to the Office of Academic Programs.
- 3) Supporting documentation: Examples include
  - Documentation from a health care professional (physician, counselor, registered nurse) with relevant dates. If this documentation is on file with the Office of the Dean of Students, indicate as such in your narrative.
  - Documentation on letterhead from your employer with the dates of employment and hours worked during the relevant period.
  - Family emergency documentation via medical records, obituary, etc. Again, if said documentation is on file with the Office of the Dean of Students, indicate as such in narrative.

**STUDENT NARRATIVE**  
**(PLEASE TYPE OR PRINT LEGIBLY)**

NAME \_\_\_\_\_ UIN \_\_\_\_\_

COURSE RUBRIC, NUMBER, TERM, AND YEAR (e.g., PSYC 100 Fall, 2013) \_\_\_\_\_

INSTRUCTOR'S NAME AND EMAIL \_\_\_\_\_

ACADEMIC ADVISOR'S NAME AND EMAIL \_\_\_\_\_

Type and attach or print LEGIBLY below the reason(s) why this request is being made and why you believe it should be granted.

I have read this petition, complied with all of the instructions, and included all necessary documentation.

SIGNED \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

E-MAIL \_\_\_\_\_@illinois.edu

MAJOR/CONCENTRATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CAMPUS PHONE NUMBER \_\_\_\_\_

**INSTRUCTOR'S ESTIMATED GRADE REPORT**  
(PLEASE TYPE OR PRINT LEGIBLY)

STUDENT'S NAME \_\_\_\_\_ UIN \_\_\_\_\_

COURSE \_\_\_\_\_  
(Rubric, Number, and Section)

INSTRUCTOR'S NAME \_\_\_\_\_  
(Faculty or teaching assistant responsible for evaluating the students in this course)

INSTRUCTOR'S ADDRESS/PHONE/E-MAIL \_\_\_\_\_

This student has submitted a request to drop your course. The request, however, comes after the University of Illinois at Urbana-Champaign deadline for dropping courses. The student's College is therefore requesting an evaluation of the student's performance in your course to date. Any information, qualitative and quantitative, about this student's progress in your course will help the College make an assessment of the student's overall academic situation and an equitable decision in this matter. Please return this form to the student for submission to the Office of Academic Programs.

**PLEASE PROVIDE THE REQUESTED INFORMATION AND YOUR SIGNATURE. NOTE THAT THE PETITION WILL NOT BE REVIEWED UNTIL THIS REPORT HAS BEEN SUBMITTED. THANK YOU.**

Estimated Grade \_\_\_\_\_ Percentage of semester's work completed \_\_\_\_\_

Attendance: Regular \_\_\_\_\_ Irregular \_\_\_\_\_ Unable to estimate \_\_\_\_\_

Participation: Adequate \_\_\_\_\_ Inadequate \_\_\_\_\_ Does not apply \_\_\_\_\_

Date first major evaluation (exam, paper, etc.) was returned and grade received \_\_\_\_\_

Has the student conferred with you concerning his/her work? \_\_\_\_\_

Other comments:

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

College of Agricultural, Consumer and Environmental Sciences  
Academic Programs  
128 Mumford Hall/MC-710  
1301 West Gregory Drive  
Urbana, IL 61801

TO BE COMPLETED BY ACADEMIC PROGRAMS

FINAL ACTION:

APPROVED, INSTRUCTIONS TO 128 STAFF:

DENIED

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DEAN'S SIGNATURE

DATE