Late Course Drop

Undergraduate students may drop sixteen-week courses without academic penalty during the first eight weeks of the semester providing the drop does not result in part-time status. (For academic deadlines, refer to [http://www.registrar.illinois.edu/registration/deadlines.html](http://www.registrar.illinois.edu/registration/deadlines.html).) Academic loads of less than twelve hours are rarely approved and must be authorized by the Associate/Assistant Dean for Academic Affairs. In light of the liberal period allowed for dropping courses, requests to withdraw from a class after the drop deadline will not be granted unless there are extenuating circumstances, which warrant such approval. All requests for dropping courses after the eight-week deadline must be completed with this form. Requests to withdraw from a class during the last two weeks of the term generally will not be approved.

Basic Procedure Guidelines

1. This form is required for all late course drop requests for undergraduate majors in the College of Education.

2. It is your responsibility to check on the implications the late course drop would have on your financial aid, insurance, eligibility for housing, participation in sports, student employment or other activities.

3. Only petitions accompanied by appropriate documentation of extenuating circumstances will be forwarded to the Assistant Dean for review. Your petition will be reviewed on the basis of the documents you provide. Your failure to provide all relevant documents may result in a denial of your request.

4. You should continue to attend class while the petition is being reviewed. The Student Academic Affairs Office will notify you in writing as soon as possible of the decision on your petition. If approved, the student will be withdrawn from the course by the College. An indication of this withdrawal (W) will appear on your student academic record.

Specific Requirements

1. Student Narrative Request. Present a complete and honest picture of your situation, including such items listed below. Please print the narrative request and attach it to this form.
   a. Describe the circumstances which made you decide not to drop the course within the deadline.
   b. Discuss your current status in the course, your prospects for improvement, your attempts to improve your performance (contact with instructors, tutors, etc.), and any extenuating circumstances beyond your control that have harmed your performance.
   c. Discuss your reasons for taking the course.
   d. Discuss your reasons for dropping this course and not others.

2. Supporting documentation of extraordinary circumstances, which may need to include:
   a. Written medical documentation from McKinley Health Center
   b. Documentation from other health care professionals verifying an illness or injury with relevant dates.
   c. Written documentation from a counselor you have seen.

I have read this petition and complied with all instructions. I have attached appropriate documentation.

Signature __________________________ Date Submitted __________________________

Print Name __________________________ UIN __________________________

UI email __________________________ Major __________________________

Course Subject & Number __________________________ CRN __________________________ Semester __________________________

Instructor Name __________________________ Instructor Email __________________________

(The College of Education will contact your instructor directly if more information is needed regarding your status in this class.)

College Decision

____ Approve  ____ Not Approve

Signature - Associate/Assistant Dean for Academic Affairs __________________________ Date __________________________

Dean’s signature required for no grade of “W” __________________________

Comments:

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