

PETITION FOR LATE DROP

This form is to be used during the current term and between 60% through 75% of the term is completed.

Instructions: Complete this form thoroughly. University policy requires students to drop courses by the completion of the first 60% of the term. Course drops after 60% of the term will appear on the academic transcript with a non-punitive grade notation of "WF." Please see the *General Catalog* "Dropping Courses" for the official policy. This form is to be used only during the CURRENT TERM. Return this form to the Registrar's Office (TSC 246) for processing.

Please Print Clearly:

Student ID (A#)	Name (Last, First, M.I.)	Email Address	Term
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Course(s) to be dropped:

CRN	Dept.	Course No.	Section No.	Credits	Instructor's Signature

*The instructor's signature is not required but is advised so that the instructor can make appropriate adjustments to the class roster.

You are required to discuss your decision to drop courses with your academic advisor. (S)he will discuss with you the consequences that may result from dropping the above course(s).

Advisor's Signature⁺ (required): _____ Date _____

The form must be presented at the Registrar's Office within 3 business days of the Advisor signature.

⁺This signature indicates advisement took place, not necessarily agreement with the decision to drop courses. Notes may be added to the back of this form.

I certify that the above and attached information is true and accurate. I further certify that I was given the opportunity to meet with my advisor. I ask and permit the Registrar's Office to withdraw me from the above course(s).

Student's Signature: _____ Date: _____

A "WF" grade will appear on the transcript for all above dropped courses. The instructor of record must submit a Change of Grade form with any corrections to this default (all changes must be made within one year of the end of term). The "W" plus a grade will not be used to calculate GPA or Earned Hours.

Processed by: _____ Date: _____