

PETITIONING FOR AN EXCEPTION TO THE LATE DROP DEADLINE

DEADLINES FOR 2018-2019

FALL TERM 2018:	DECEMBER 11	SPRING TERM 2018:	JUNE 24	SPRING/SUMMER 2019:	AUGUST 15
WINTER TERM 2019:	APRIL 23	SUMMER TERM 2019:	AUGUST 15		

The College expects its students to finalize their academic schedules by the end of the third week in a full term or second week in a half term. Late drops, however, are approved for a variety of reasons during weeks four through nine of a full term or weeks three through four and a half of a half term. **After the late drop deadline, which is FALL TERM 2018: NOVEMBER 9; WINTER TERM 2019: MARCH 22; SPRING TERM 2019: JUNE 7; SPRING/SUMMER 2019: JULY 12; SUMMER TERM 2019: AUGUST 2,** students must petition for an exception. The Academic Standards Board acts on these petitions.

STEPS TO FOLLOW

- Complete the student portion of the petition form and the attached drop/add slip
 - Be sure to **explain clearly** how your situation demonstrates the following petition requirements
 - * ***The student must present a serious situation that is non-academic***
 - * ***Situation must have been unforeseeable***
 - * ***Circumstances must not have been present throughout the term***
 - * ***A poor grade in class does not constitute a reason to drop the course***
 - * ***Explain why the serious situation affects only the course(s) you would like to drop and not the other course(s).***
 - Attach supporting documentation, for example:
 - * ***Documented serious illnesses or hospitalizations***
 - * ***Accidents or Police Reports***
 - * ***Significant personal dislocations***
- Consult with an Advisor in the Newnan LSA Academic Advising Center (1255 Angell Hall, 764-0332)
 - Advisor will assess your current overall academic status and the specific hardship compelling the petition
 - Advisor will help you assess the strength of your petition and consider other possible options for managing your courses
 - Advisor will sign your petition form, indicating that you have had this conversation
- Visit the instructor of the course you wish to drop
 - Obtain the signature of **either** your instructor **or** the graduate student instructor
 - Comments by that person are **required including the last date of participation**
- Submit your petition and all supporting material to the Newnan LSA Academic Advising Center
 - Give the petition to the front desk staff at 1255 Angell Hall, Ann Arbor, MI 48109
 - You **must** continue attending all classes until notified of an approved petition

RESPONSES

- Board committees meet on petitions 4 days per week
- An e-mail answer will be sent within seven business days of submission
- If you have not received an e-mail within four business days, please inquire via e-mail to: academicstandards@umich.edu
- If you do not have access to e-mail, you may call (734) 936-3205
- If your petition is successful, the drop will be recorded on your transcript as an Official Withdrawal ("W"), but with no adjustment in your tuition

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION

TERM _____

- **DO NOT** fill out this form if you are a **GRADUATE STUDENT or RC or Honors**, even if the class you want to drop is in LSA. Instead, contact the advising center of your program and ask them about their DROP policy.
- **DO NOT** fill out this form if you are **enrolled in any other College**, even if the class you want to drop is in LSA. Instead, contact the advising center of your school or program and ask them about their DROP policy.
- **DO NOT** fill out this form if you are a mainstream LSA student and you want to **drop ALL classes** you are registered for. Instead, please ask the front desk in the LSA Academic Advising Center about the procedures for a TERM WITHDRAWAL.
- **DO NOT** fill out this form if you want to **drop a mini course**.

Printed Name _____ ID# _____

Uniquname (e-mail) _____ Phone _____

Responses to petitions will be sent via e-mail.

COURSE YOU ARE PETITIONING TO DROP

/	/	/	/	/
<i>Class #</i> (e.g. 12345)	<i>Subject</i> (e.g. English)	<i>Catalog #</i> (e.g. 125)	<i>Section #</i> (e.g. 003)	<i>Section #</i> (e.g. 005)

LIST YOUR CURRENT SCHEDULE OF COURSES

<i>Course (e.g. English 125)</i>	Credit Hours	<i>Course (e.g. English 125)</i>	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total Credits Hours: _____

EXPLANATION FOR YOUR PETITION REQUEST

In your explanation include a detailed chronology of events and explain why you could not drop the class by the late drop deadline. Please attach supporting statements from Health Service, physician, employer, or other relevant sources. Attach an additional sheet with your name and UMID if you need more space.



I accept full responsibility for whatever affect any approved change of course load may have on my future program of studies. I also understand that I am responsible for the authenticity of signatures on this form and any misrepresentation will result in disciplinary action by the College.

Student's Signature Date

(continued)

TO THE ACADEMIC ADVISOR

The conversation with the Advisor is meant to ensure that the student understands the petitioning process, the criteria a successful petition would have to meet, and a discussion of other options the student might pursue. Please make your notes in the student's file. The Advisor's signature does **not** constitute a recommendation or endorsement of the petition request.

Advisor's Printed Name _____

Advisor's Signature _____ Date: _____

TO THE INSTRUCTOR

Petitions for an exception to the late drop deadline are rarely approved, and only under serious unforeseeable non-academic circumstances.

Due to Federal regulations, instructors must fill-in the Student's Last Date of Participation

LAST DATE OF PARTICIPATION: _____

Please fill in the table for ALL major assignments.

Type of Assignment e.g. Exam, Paper, Homework (collectively)	Date of Assignment	Grade on Assignment	Percentage of Final Grade

Based on work submitted, what is the current grade for the class? _____

- ▶ Please comment briefly on the student's pattern of attendance.

- ▶ If the student is experiencing academic difficulty in your course, what would you recommend the student do to improve their standing in your course?

- ▶ Has the student approached you for recommendations for possible improvement?

- ▶ Is an "incomplete" a possibility for this student?

- ▶ Additional Comments:

Instructor/GSI

_____ E-mail: _____ Phone: _____
(please print name)

_____ Date: _____
(signature)

(NOTE: Only one signature, that of either the instructor or graduate student instructor is required.)