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 2014: NOVEMBER 13; WINTER TERM 2015: MARCH 18; SPRING TERM 2015: JUNE 3; SPRING/SUMMER 2015: JULY 8; SUMMER TERM 2015: JULY 29, students must petition for an exception. The Honors Academic Board acts on these petitions.

**STEPS TO FOLLOW**

1. 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 have not been present throughout the term or have suddenly worsened
     * 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

2. Consult with an Advisor in the Honors Program Office (1330 Mason Hall, 734.764.6274).
   - 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

3. 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

4. Submit your petition and all supporting material to the Honors Program Offices.
   - Give the petition to the front desk staff at 1330 Mason Hall (419 S. State St.).
   - You must continue attending all classes until notified of an approved petition

**RESPONSES**

- HAB meets on petitions 4 days Monday mornings. Petitions must be submitted by noon the preceding Thursday.
- An e-mail answer will usually be sent the day of the decision.
- If you have not received an e-mail within four business days, please inquire via e-mail to: ask.honors@umich.edu.
- If you do not have access to e-mail, you may call (734) 764-6274.
- 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**
**Petition for an Exception to Late Drop Policy**

TERM __________________________

■ **DO NOT** fill out this form if you are a **Newnan Advisee or in the RC**, 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 college and ask them about their DROP policy.

■ **DO NOT** fill out this form if you are an Honors student and you want to **drop ALL classes** you are registered for. Instead, please ask the front desk in the Honors Office about the procedures for a **TERM WITHDRAWAL**.

■ **DO NOT** fill out this form if you want to **drop a mini course**.

Printed Name______________________________________________________ID#________________________

Uniqname (e-mail)__________________________________________________Phone______________________

Responses to petitions will be sent via e-mail only to your umich.edu account.

**COURSE YOU ARE PETITIONING TO DROP**

<table>
<thead>
<tr>
<th>Class #</th>
<th>Subject</th>
<th>Catalog #</th>
<th>Section #</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. 12345)</td>
<td>(e.g. English)</td>
<td>(e.g. 125)</td>
<td>(e.g. 003)</td>
<td>(e.g. 005)</td>
</tr>
</tbody>
</table>

**LIST YOUR CURRENT SCHEDULE OF COURSES**

<table>
<thead>
<tr>
<th>Course (e.g. English 125)</th>
<th>Credit Hours</th>
<th>Course (e.g. English 125)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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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.

<table>
<thead>
<tr>
<th>Type of Assignment e.g. Exam, Paper, Homework (collectively)</th>
<th>Date of Assignment</th>
<th>Grade on Assignment</th>
<th>Percentage of Final Grade</th>
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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? Has the student completed 80% of the course work with a passing grade?

Is this student being investigated for a judicial matter (plagiarism, cheating, other)?

► 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.)