



Petitioning for an Exception to the Late Drop Deadline After November 13 for Fall 2009 (Deadline December 14)

THE UNIVERSITY OF MICHIGAN
COLLEGE OF LITERATURE, SCIENCE, & THE ARTS

Newnan LSA Academic Advising Center
1255 Angell Hall
Ann Arbor, MI 48109

Phone: (734) 764-0332
Fax: (3734) 764-2772
www.lsa.umich.edu/lsa/students/advising/academic_standards@umich.edu

The College expects its students to finalize their academic schedules by the end of the third week in a full term. Late drops, however, are approved for a variety of reasons during weeks four through nine of a full term. After the late drop deadline, students must petition for an exception. The Academic Standards Board acts on these petitions.

Petitioning 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*

Documentation Examples

- *Documented serious illnesses or hospitalizations*
- *Accidents or Police Reports*
- *Significant personal dislocations*

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 petition requirements
 - Attach the supporting documentation
2. 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
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**
4. Submit your petition and all supporting material to the Newnan LSA Academic Advising Center
 - Give the petition to the front desk at 1255 Angell Hall, Ann Arbor, MI 48109
 - You **must** continue attending all classes until notified of an approved petition

Responses

- Board committees meet daily on petitions
- 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: academic_standards@umich.edu
- If you do not have access to e-mail, you may call (734) 936-1554
- If your petition is successful, the drop will be recorded on your transcript as an Official Withdrawal ("W")
- There is no adjustment made in your tuition

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION



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Newman LSA Academic Advising Center
1255 Angell Hall
Ann Arbor, MI 48109

Phone: (734) 764-0332
Fax: (3734) 764-2772
www.lsa.umich.edu/lsa/students/advising
academic.standards@umich.edu

- **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.

Printed Name _____ ID# _____

Uniquname (e-mail) _____ Phone _____

Responses to petitions will be sent via e-mail.

COURSE YOU ARE PETITIONING TO DROP

Class # (e.g. 12345)	Subject (e.g. English)	Catalog # (e.g. 125)	Section # (e.g. 003)	Section # (e.g. 005)
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LIST YOUR CURRENT SCHEDULE OF COURSES

Course (e.g. English 125)	Credit Hours	Course (e.g. English 125)	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total Credits Hours: _____

EXPLANATION FOR YOUR PETITION REQUEST

In your explanation include a detailed chronology of events and explain why the class could not have been dropped 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.

~OVER~

