Petitioning for an Exception to the Late Drop Deadline After June 1 for Spring 2012 (Deadline June 18)

The College expects its students to finalize their academic schedules by the end of the second week in a half term. Late drops, however, are approved for a variety of reasons during weeks three through four and a half of a half 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 seven 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
Petitioning for an Exception to the Late Drop Deadline After June 1 for Spring 2012 (Deadline June 18)

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

McCullum/dept/drop-add/pet for late drop/5-06

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#_______________________________
Uniqname (e-mail)__________________________________________________Phone_____________________________

Responses to petitions will be sent via e-mail.

COURSE YOU ARE PETITIONING TO DROP

<table>
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<tr>
<th>Class # (e.g. 12345)</th>
<th>Subject (e.g. English)</th>
<th>Catalog # (e.g. 125)</th>
<th>Section # (e.g. 003)</th>
<th>Section # (e.g. 005)</th>
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LIST YOUR CURRENT SCHEDULE OF COURSES

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<tr>
<th>Course (e.g. English 125)</th>
<th>Credit Hours</th>
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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~
To the Academic Advisor

The conversation with the Advisor is meant to assure that the student understands the petitioning process and the reality that most petitions are not granted. It should include 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

To the Instructor

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

Please comment briefly on the student’s present level of performance.

- What were the grades/scores on each assignment and when were they given?
- What’s 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.)

I accept full responsibility for whatever effect 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