



# Petition to Drop a Class After the Deadline

Petitions to drop a class after the published deadline are accepted for review when a student has extenuating circumstances that prevented them from dropping the class prior to the drop with a "W" deadline. Students must supply documentation supporting the student's reason and obtain the below approvals. Once the student signs/dates this form, all other signatures/dates must be obtained within 2 weeks. Once approvals are secured, the Petition and documentation must be submitted immediately to the Registrar's Office or your local Distance Learning campus for review, approval, and processing. **IF** your request is denied by the processing office it will be returned to you with further appeal instructions.

**A LATE PROCESSING FEE OF \$25.00 MAY BE REQUIRED FOR EACH PETITION PROCESSED AFTER THE PUBLISHED DROP WITH A "W" DEADLINE. These fees are non-refundable.**

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Student Email \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Student Phone No. \_\_\_\_\_  U/G Student  Grad Student

Term (check one)  Fall  Winter  Spring  Summer (Session: \_\_\_\_\_ ) 20\_\_\_\_\_

**Class Information:** Course Title \_\_\_\_\_ Class Number \_\_\_\_\_

Course Prefix \_\_\_\_\_ Number \_\_\_\_\_ # of Units \_\_\_\_\_ Lab Class Number \_\_\_\_\_

In the space below, please provide specific reasons why this petition should be approved (attach supporting documentation):

**Student's Signature**

**Date (Required)**

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**MOUNTAIN CAMPUS STUDENTS ONLY!**

**(all approvals must be obtained within two weeks and the form/documentation submitted for processing immediately)**

Reviewed By (Required)  APPROVE  DENY Current Grade: \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature Date (Required)

\_\_\_\_\_  
Instructor Signature Date (Required)

\_\_\_\_\_  
Department Stamp

\_\_\_\_\_  
Department Stamp

APPROVE  DENY

APPROVE  DENY

\_\_\_\_\_  
Department Chair (academic unit offering class) Date (Required)

\_\_\_\_\_  
Dean/Designee's (academic unit offering class) Date (Required)

\_\_\_\_\_  
Department Stamp

\_\_\_\_\_  
Department Stamp

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**DISTANCE LEARNING STUDENTS ONLY!**

**(all approvals must be obtained within two weeks and the form/documentation submitted for processing immediately)**

Approved  Denied \_\_\_\_\_  
Instructor Signature Current Grade Date (Required)

Approved  Denied \_\_\_\_\_  
Area Coordinator Signature Date (Required)

Approved  Denied \_\_\_\_\_  
Dean's/Designee's Signature (academic unit offering class) Date (Required)

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**PROCESSING OFFICE ONLY!**

Approved  Denied

Processed By \_\_\_\_\_ Date (Required) \_\_\_\_\_