

REQUEST TO DROP A COURSE AFTER THE NINTH WEEK OF CLASSES

Students must officially drop the course/s prior to the ninth week of classes or risk receiving a failing grade. Students *may drop a course after the ninth week of classes by exception* of the student's Academic Dean or Dean's designee only. Exceptions are only made for significant extenuating circumstances beyond the student's control that prevented the student from withdrawing by the published University Deadline, as outlined by the Academic Calendar found at: www.registrar.uconn.edu. Full regulations regarding "Adding or Dropping Courses" can be found in the UConn Undergraduate Catalog: <https://catalog.uconn.edu/>. The purpose of this procedure is to ensure careful consideration of requests for late drops. Failure to follow procedures in a timely manner may result in denial of the request

Poor academic performance, being unaware of deadlines, and/or not attending classes are not an acceptable basis for dropping a class after the ninth week.

MUST BE SUBMITTED BY THE LAST DAY OF CLASSES OF THE CURRENT SEMESTER

LATE DROP CHECKLIST

Meet with an Office of Academic Programs Advisor

In this meeting, students receive the required request form, discuss reasons for the late drop and learn the timeline for the Late Drop Committee to review with a CAHNR Academic Advisor.

Meet with your faculty/departmental advisor

Receive all required signatures & comments

Complete a typed summary of your circumstances that includes the following information:

- **Why are you requesting to drop this particular course(s) and not others?**
- **The extenuating circumstances that you feel warrant an exemption past the ninth week.**
- **What prevented you from dropping the course prior to the 9th week deadline?**
- **The specific dates (a timeline) in which the extenuating circumstances occurred.**
- **What related resources have you used here at UConn or off-campus?**

Supporting documentation

- **Submit medical and/or psychological documentation to the Center for Studies with Disabilities through the MyAccess portal available at <https://csd.uconn.edu/>.**
- **Submit emails, receipts of services, obituaries of loved ones, etc. to cahnrAcademics@uconn.edu or in person at the Office of Academic Programs CAHNR/RHSA.**

Submit completed form to Academic Programs CAHNR/RHSA, W.B. Young Room 206

- **The CAHNR/RHSA Late Drop Committee meets on a weekly basis.**
- **You are responsible for attending classes until a decision is communicated to you via email.**

Dropping below Full-Time Status may affect:

12 credits = full-time status

- Financial Aid eligibility
- International Student status (F-1, J-1: Federal regulations require you to be a full-time student at all times, please see your International Advisor in [International Student & Scholar Services](#) before submitting this request.
- Scholarships (including ROTC scholarships)
- Veterans Benefits
- NCAA Eligibility

Appointments & Questions

Office of Academic Programs
College of Agriculture, Health and Natural Resources
Ratcliffe Hicks School of Agriculture
W.B. Young Building, room 206
Appointments can be made by:
Phone: (860) 486-2919
Email: cahnrAcademics@uconn.edu
Online: nexus.uconn.edu Drop-In Hours: M-F 1pm-4pm

Student met with OAP Advisor: _____

Date Student met with OAP Advisor: _____