

REQUEST TO DROP A COURSE AFTER THE NINTH WEEK

Students may not drop a course after the ninth week of classes unless the student's academic Dean or Dean's designee makes an exception. The Dean makes exceptions only for significant extenuating circumstances beyond the student's control that prevented the student from withdrawing by the published University Deadline, as outlined on the Academic Calendar (www.registrar.uconn.edu). Failure to follow procedures in a timely manner may result in denial of the request. Full regulations regarding "Adding or Dropping Courses" in the UConn Undergraduate Catalog are available at <https://catalog.uconn.edu/>.

Poor academic performance, and/or non-attendance are not an acceptable reasons for dropping a class after the ninth week.

Submission Deadline for "Request to Drop a Course After the Ninth Week":

THE LAST DAY OF CLASSES OF THE SEMESTER IN WHICH THE STUDENT IS ENROLLED IN THE COURSE

Name of Student: _____ PS ID #: _____

Local Address: _____ Local Phone: _____

E-Mail Address: _____ Major: _____

Advisor: _____ Course Info. (Dept/Course#/Sect#): _____

I have read the policy concerning dropping a class after the 9th week of the semester. I understand I am expected to continue attending the class for which I am petitioning until I am informed of the decision by the CAHNR/RHSA Drop Committee. I confirm that the information I have provided related to my late drop request is accurate and complete.

Student Signature: _____ **Date:** _____

Late Drop Requirements:

- Sign student section (above)
- Meet with faculty advisor
- Receive all required signatures & comments (see p.2)
- Complete & attach a typed summary of your circumstances*
- Attach any supporting documentation**
- Submit completed form by submission deadline above to: Academic Programs
CAHNR/RHSA, W.B Young Room 206

Dropping below full-time status (12 credits) may affect:

- 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 Immigration Services before submitting this request)
- Scholarships (including ROTC scholarships)
- Veterans Benefits
- NCAA Eligibility

- Extenuating Circumstances occurring near and/or after the 9th week are considered by the CAHNR/RHSA Drop Committee.

- An appointment with a CAHNR Academic Advisor may be required prior to the petition being reviewed.

- Decisions are communicated to students via email.

*Summary of Circumstances should include: Why you are asking to withdraw from the class. The extenuating circumstances that you feel warrant an exemption from the deadline. The specific dates in which the extenuating circumstances occurred.

**Supporting Documents may include: Medical and/or other documentation to support the circumstances explained in your summary. Medical documentation that denotes a disability or medical restriction may need to be reviewed by the [Center for Students with Disabilities](#).

REQUEST TO DROP A COURSE AFTER THE NINTH WEEK (p2)

ADVISOR & INSTRUCTOR(S):

The student listed on page 1 of this petition is requesting to drop a course after the ninth week of the semester. Please consider:

- Students may not drop a course after the ninth week of classes unless the student's academic dean makes an **EXCEPTION DUE TO EXTENUATING CIRCUMSTANCES** beyond the student's control.
- Your signature ensures you are aware of the request and discussed the late drop request with the student.
- Submission deadline is the last day of classes of the semester the student is enrolled in the course.
- Students are expected to continue attending the course for which they are petitioning until a decision is communicated to them via email by the CAHNR/RHSA Drop Committee.

REQUIRED SIGNATURES:

ADVISOR:

Please feel free to use the space below to comment on the student's late drop request or you can email comments to acadprog@uconn.edu within 48 hours of the date in which you signed below.

Comments:

Advisor Signature: _____ **Date:** _____

INSTRUCTOR: If possible, please use the space below to comment briefly on the student's performance in your class or you can email comments to acadprog@uconn.edu within 48 hours of the date in which you signed below:

Student's attendance pattern: Good _____ Fair _____ Poor _____ Don't know _____

Completion of course work to date: All _____ Some _____ Few/None _____

If possible, please indicate the student's current grade in this class: _____

Comments:

Instructor Name: _____ **Signature:** _____ **Date:** _____

If you have any questions please don't hesitate to contact us.

Office of Academic Programs

College of Agriculture, Health and Natural Resources

Ratcliffe Hicks School of Agriculture

Phone: (860) 486-2919

acadprog@uconn.edu

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