

Dean's Office 150 Mrak Hall (530) 752-0108 www.aes.ucdavis.edu

PETITION FOR LATE DROP or PASS / NOT PASS GRADING

LATE PETITION PROCEDURES

Petitions for late drops or pass/not pass grading are reviewed during the following drop-in hours:

DROP-IN HOURS

MONDAY, FRIDAY 10:00 – 11:00 A.M.

TUESDAY, WEDNESDAY, THURSDAY 1:00 – 2:00 P.M.

- If you have not turned in any graded work, talk to your instructor to receive a notation "<u>Enrolled-No Work Submitted.</u>" You are not eligible for a late drop.
- The timing of your request is critical; it must be shortly after the unforeseen event or when the extenuating circumstance occurs. If it is close to or at the end of the quarter, you must explain why an "Incomplete" Grade cannot be requested.
- The petition must be completed on **<u>both</u>** sides with a clear explanation of the unforeseen event or extenuating circumstances.
- Supporting documentation, <u>on letterhead stationery</u>, is required and must be attached to the petition.
- Late drops will not be approved for poor academic performance, academic difficulties, or change of interest in a course. It is extremely difficult to drop a course after the drop deadline.
- If your petition for a late drop course is approved, you will be issued a PTD number. It is your responsibility to log-on to SISWEB within three calendar days. You will be billed a \$3.00 Late Drop fee for each course.

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PETITION FOR LATE DROP OR PASS / NOT PASS GRADING

Current Term (circle one): Fall Winter Spring Summer Year

Name:				ID #:	Date:
	(Print) Last	First	MI		
Phone:		E-mail:		Major:	Class Level:

An exception to the Academic Senate's established deadlines may only be approved when an unforeseen event occurs after the official deadline and interferes with the student's academic performance.

This petition must be filed immediately following the unforeseen event.

Have you attended the course?	Yes 🗌 No Have you submitted course work for a grade? 🗌 Yes 🗌 No			
If you answer "no" to either question above and have not attended the course or submitted graded work, talk				
to your instructor to receive a notation " <u>E</u> nrolled- <u>N</u> o <u>W</u> ork <u>S</u> ubmitted". You are not eligible for a late drop.				
Unforeseen Circumstance (Check all that apply)	Supporting Documentation (Must be attached to this petition.)			
☐ Increase in Work Hours	On letterhead; Signed by employer; Occurred after the drop deadline.			
Medical	On letterhead; Signed by physician; Occurred after the drop deadline.			
Serious Emotional Problems	On letterhead; Signed by a mental health professional; Recommends a reduction in units.			
Death in Family	Appropriate documentation is required.			
Other	Specific documents to support an unforeseen event, which occurred after the drop deadline.			

DETAILED EXPLANATION (Required)

Late drops will <u>NOT</u> be approved for poor academic performance, change of interest or lack of academic advising.

I have read the guidelines for exception outlined on this form and have provided information that is true and correct. I understand that I must check back with the Dean's Office for a decision and that if approved I will be assessed a \$3.00 late fee.

Student's Signature (Required)

Date

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<u>CURRENT COURSE LIST</u> (Required – please list ALL courses)

CRN (list for <u>all</u> enrolled courses)			Check appropriate box	
	(IE. CILE 2C, AKE 110)		Drop	P/NP

ADVISER ACKNOWLEDGEMENT AND COMMENTS (*Required unless Exploratory student)

Major Adviser Comments and/or Clarification Specific to this Request:

I have read the request for exception and have advised the student regarding any impact on major requirements.				
		Date Major/Department		
e Print)				
FOR D	EAN'S OFFICE USE ON	NLY		
Denied	Pending	ENWS is appropriate		
	e Print)	e Print) FOR DEAN'S OFFICE USE ON		

Adviser's Signature