



## Late Drop Petition

Catalog rule: "After the first nine weeks of a semester or the midpoint of a summer session course, students ordinarily are not allowed to drop a course. If, however, a student must drop a course because of illness or other compelling reason beyond the student's control, the student must request special permission as early as possible and well before the last day of classes. Permission to drop a course or to change from participant to auditor is granted only for good cause. All students must obtain permission from The Graduate School. Permission is granted only on the major advisor's written recommendation, which must be convincing and sufficiently specific regarding reasons beyond the control of the student. The recommendation should be accompanied by a properly completed and signed Schedule Revision Request form for the course(s) to be dropped. Students in the M.B.A. programs must obtain permission from the director of the program. Under no circumstances is a student at any location or in any program permitted to drop a course after the course has officially ended."

### **Before submitting a petition, you must complete the following checklist:**

**Please check off each of the item below once you have completed them. Petitions will not be accepted until all items below have been completed.**

- I have enclosed a personal statement detailing my reasons for requesting a late drop and have attached it to the petition. The petition answers the following questions:
  - Why I missed the nine week deadline.
  - Why I want to drop the course.
- I have explained the extenuating circumstance(s) that I feel warrant an exemption from the deadline.
- I have specified the date(s) in which the extenuating circumstance(s) occurred.
- I have attached supporting documentation for events and dates. I understand that my petition will not be accepted without providing documentation. (Please note, medical documentation, including doctor's notes, discharge paperwork, etc., need not be submitted.)
- I have attached a written statement of support from my major advisor for this request.



## PERSONAL STATEMENT

Please check one:  My personal statement is attached on a separate page  
 My personal statement is written below

Listed below are the reasons why I missed the nine week deadline:

Listed below are the reasons why I wish to drop the course:

Listed below are the extenuating circumstances that exist, and the reason(s) that I feel an exemption is warranted from the deadline:

Listed below are the specific dates in which the extenuating circumstances occurred:

### **Documentation:**

- Documentation has been attached. (Please note, medical documentation, including doctor's notes, discharge paperwork, etc., need not be submitted.)
- A written statement of support from my major advisor for this request is:
  - Attached
  - Has been emailed to [graduatedean@uconn.edu](mailto:graduatedean@uconn.edu)

**\*Note: Petition to Late Drop will not be accepted without documentation or a written statement of why the extenuating circumstances does not permit documentation.**

**Once complete, this form, personal statement, supporting documentation, and written statement of support from the advisor should be emailed to [graduatedean@uconn.edu](mailto:graduatedean@uconn.edu).**