PETITION TO DROP A COURSE AFTER THE PUBLISHED DROP DATE

What are you petitioning?
1. **Complete Withdrawal** (all classes from a semester). DO NOT USE THIS FORM. Contact the Office of Student Experience and Engagement (ADM 214, 660-543-4114) for directions.

   **OR**

2. **Partial Withdrawal** (one or more classes from a semester – but not all classes). Continue with this form!

**Instructions:**
1. Complete this petition in its entirety and sign/date where indicated.
2. **Attach a short essay describing your circumstances** and why you qualify for a late drop.
3. **Include appropriate documentation from a verified source as proof of your extenuating circumstances.** Petitions received without documentation will be denied. This documentation will be vetted by the Registrar's Office.
4. Submit this form and supporting documentation to: Registrar's Office, Ward Edwards Building, Suite 1000, Warrensburg, MO 64093 or fax to (660) 543-8400 or e-mail to registrar@ucmo.edu.

**Information:**
If the late drop is granted, a grade of LD (“late drop”) will be assigned. An LD has no impact on GPA.

**For the purposes of a late drop, “extenuating circumstances” are defined as follows:**
- An extended absence due to verifiable accident, illness, or serious personal problem
- An extended absence due to a death in the immediate family (relationship must be verified through documentation);
- An error made by UCM;
- Documented military orders;
- An unusual or very special case that merits consideration.

**The following are NOT considered to be extenuating circumstances:**
- Grade anticipation in class is not sufficiently high, or student is failing work (including plagiarism and academic dishonesty); Class is more difficult than expected;
- Thought that the course had been dropped, either by the student or a university employee;
- Could not drop class due to a hold or was unable to drop online due to other circumstances; Lack of awareness of the withdrawal deadline or process
- Failure to attend class, complete assignments, or take a test; A change in major;
- Dissatisfaction with the course material, instructional method, or instructor;
- Pressure of other classes, employment, and/or participation in extracurricular activities;

**Documentation establishing extenuating circumstances may include:**
- Verification of accident or illness (i.e., letter from physician or hospital, copies of medical bills);
- A letter from a licensed counselor/therapist;
- Death certificate, obituary, funeral home notice
- Banner/MyCentral records to prove attempted drop; copies of e-mails to/from professors, advisors, etc.
- Any other documents deemed appropriate.
PETITION TO DROP A COURSE AFTER THE PUBLISHED DROP DATE

ID Number: 700

Student Name (first, mi, last):

Phone: (          )

E-mail*: @ucmo.edu

*You will be notified of this decision via your UCM e-mail account. If you are unable to access this account, contact the Technology Support Center at 660-543-4357 or tsc@ucmo.edu.

Semester Petitioning (circle one): Spring Summer Fall Year: 20___

Please indicate which course(s) you are petitioning to late drop. All fields must be completed. View your Student Schedule in MyCentral to find the information.

<table>
<thead>
<tr>
<th>Course Reference Number (CRN) (5 digit number)</th>
<th>Subject Prefix/ Course Number</th>
<th>Semester Hours</th>
<th>Instructor's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 13579</td>
<td>ACCT 1101</td>
<td>3</td>
<td>John Smith</td>
</tr>
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• Attach a short essay describing your circumstances and why you qualify for a late drop.
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Student Signature: ___________________________ Date: ________________

For Office Use

Date: __________________

Petition Action:  □ Approve  □ Deny

Action By (print): ___________________ Signature: __________________

□ E-mailed Student  □ Note on Degree Audit  □ Note on SPACMNT (Codes 111 & 113)