



UConn

THE GRADUATE SCHOOL

WHETTEN GRADUATE CENTER | 438 WHITNEY ROAD EXTENSION, UNIT-1152, STORRS CT 06269-1152
TELEPHONE: (860) 486-3617 | FACSIMILE: (860) 486-6739 | GRAD.UCONN.EDU

Late Drop Petition

Catalog rule: “After the first eleven weeks of a semester or the published withdrawal deadline 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 written recommendation of the major advisor or program director, 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 Late Drop Petition form for the course(s) to be dropped. Under no circumstances is a student at any location or in any program permitted to drop a course after the course has been completed with a permanent grade posted.”

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 withdrawal 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.



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Late Drop Petition

First Name: _____ Last Name: _____

Student ID: _____ Net ID: _____

Department: _____ Email Address: _____

Course(s) you are requesting to drop:

Department	Course	Section	Credits

Department	Course	Section	Credits

Important:

You must continue to attend class until you receive a decision from The Graduate School. The Graduate School will contact you via email when a decision on your petition has been made.

NOTE: Dropping below full time status (9 credits) may affect financial aid, social security benefits, ROTC Scholarships, VA benefits, or visa compliance. Be sure to investigate the consequences of dropping a course.

What will your total credits be for this semester if you are allowed to drop course/s: _____

- ☐ I understand that poor academic performance is not a reason for an exception.
- ☐ I understand that this petition may not be approved and I should continue to attend my class until I receive a decision from The Graduate School.

I have read the instructions accompanying this petition and will abide by the regulations herein.

Student's Signature: _____ Date: _____

THE GRADUATE SCHOOL USE ONLY

Decision: ☐ Approved ☐ Denied

Dean: _____ Date: _____
(Print) (Signature)

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 withdrawal 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

***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.