

**UNDERGRADUATE EDUCATION AND ADVISING
200 SOCIAL SCIENCES & HUMANITIES BUILDING**

COLLEGE OF LETTERS AND SCIENCE, DEANS OFFICE

PETITION TO DROP OR FILE P/NP IN A COURSE LATE

Academic Senate regulations require that approval for a late drop or Passed/Not Passed option be granted only if unexpected circumstances beyond your control occur after the deadline.

Name _____ ID# _____
Address _____ Major _____
City _____ State _____ Zip _____ Phone _____ Email _____

Reason (Check one)	Supporting Documentation (Must be attached to petition)
<input type="checkbox"/> Increase in work hours	On letterhead; signed by employer
<input type="checkbox"/> Medical	Recommendation from the Student Health Center.
<input type="checkbox"/> Serious Personal Problem	Recommendation from a mental health professional.
<input type="checkbox"/> Death In Family	Appropriate documentation required.
<input type="checkbox"/> Other	Specific supporting documentation.

I am petitioning for: Late Drop Late Passed / Not Passed Grade

**Late action petitions submitted after the EIGHTH week of the quarter are subject to heightened scrutiny
Late action petitions submitted after the EIGHTH week of the quarter that are absent of RECENT extenuating
circumstances will be denied**

DETAILED EXPLANATION REQUIRED

Late drops or Passed/Not Passed grading will not be approved for poor academic performance, change of interest, unavailability of graded work, lack of midterm result, lack of need for a grade in the class or if performance in this class is currently under pending or completed review by the Office of Student Support & Judicial Affairs. Timeliness is crucial. Your chance of approval diminishes the longer you wait.

Students may be disciplined for violating or attempting to violate the following standards: 102.02: Other Dishonest Acts (*Reference: University of California Standards of Conduct for Students*). By signing this form, I understand that dishonesty such as fabricating information or furnishing false information within this petition can be brought to the attention of the **Office of Student Support & Judicial Affairs** and could affect my status as a student.

I have read the guidelines for exception outlined on this petition and have provided information that is true and correct. I understand that if approved I will be assessed a \$3.00 late fee.

Student's Signature _____
Date

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CRN	Course	Units	Enrolled	Late Drop	Late P/NP
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you ever petitioned to late drop a class prior to this one? Yes No

Have you ever enrolled in the course you are petitioning to drop, prior to this course? Yes No

For Dean's Office Use

Action: Approved Denied

PTD# _____ Expiration Date _____

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Note:

Upon approval of your late drop petition, you must access SISWEB and select the late drop option before the expiration date. A \$3.00 late fee charge will appear on your next fee statement.

If a late P/NP is approved you must also complete an Undergraduate Course Change form (available through the Office of the Registrar, 3100 Dutton Hall or online) for Undergraduate Education & Advising office approval. A \$3.00 late fee charge will appear on your next fee statement.

Comments:

Counselor's Signature

Date