

**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](mailto: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 <i>(first, mi, last)</i> :
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](mailto: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.

Course Reference Number (CRN) (5 digit number)	Subject Prefix/ Course Number	Semester Hours	Instructor's Name
Example: 13579	ACCT 1101	3	John Smith

- Attach a short essay describing your circumstances and why you qualify for a late drop.
- 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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>For Office Use</i>		Date: _____
Petition Action:	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Action By <i>(print)</i> :	Signature: _____	
<input type="checkbox"/> E-mailed Student	<input type="checkbox"/> Note on Degree Audit	<input type="checkbox"/> Note on SPACMNT (Codes 111 & 113)