

COURSE ADDS, DROPS AND CHANGES OF GRADING OPTION AFTER THE DEADLINE

According to College policy, adds, drops and changes of grading option are not permitted after the deadline except in case of unexpected circumstances that arise during the semester. The words “unexpected circumstances” are considered to include:

- A. Serious illness, accident, or legal problem afflicting the student. Documentation will be required. The problem must be one that makes it unreasonable for a student to continue the original program of study.
- B. Illness or death of a parent, sibling or dependent, but only when this compels a student to be absent for a long time to care for the sick relative, or to look after his or her affairs. Again, documentation will be required.
- C. Involuntary increase in working hours. A letter on letterhead from the employer must be submitted, stating that the increase is both unexpected and required, when the increase occurred, and how long it will last.
- D. A decision to leave the College of Engineering. In this case the student must sign an agreement not to enroll in the College of Engineering in the next semester.

Situations that resemble the above will be carefully considered. Requests not falling into one of the above four categories are unlikely to be approved.

INSTRUCTIONS:

1. Fill out this petition with your indentifying information. Please print neatly.
2. Attach a personal statement that explains the exact nature of your request and the reasons your request merits an exception to College policy. The statement should be no longer than one typed page. You must include a concise, chronological explanation of the extenuating circumstances, an account of how these circumstances affected your academic work in the course (including relevant dates and facts), and an explanation of why you were unable to meet the deadline for changing your class schedule.
3. Complete and attach a “Petition to Change Class Schedule”.
4. Submit required materials (during an appointment) to your Student Academic Adviser in 308 McLaughlin Hall for College review and decision. Your Student Academic Adviser will contact you via email once a decision has been reached (usually three business days).

All required documentation and petitions listed above must be attached to this request.

STUDY LIST CHANGE YOU ARE REQUESTING _____

Student Name (please print)

SAO Comments: _____

Student Signature

Date

SID #

Major

Approved

Not Approved

E-mail Address

Dean’s Signature

Date