LINIVERSITE FOR FAITHALAISSOLDIG

PETITION TO DROP A COURSE AFTER THE PUBLISHED DROP DATE

What are you petitioning?

1. Complete Withdrawal (all classes on a semester DO NOT USE THIS FORM.Contact the Office of Studen Experience and Engagem (# DDM 214, 6605434114) for directions

OR

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

Instructions:

- 1. Complete thisetitionin its entirety and sign/date where indicated.
- 2. Attach a short essay describing your circumstancasd whyyouqualify for a late drop.
- 3.

Warrensburg, MO 64093 or fax to (660) 8544030 or email toregistrar@ucmo.edu

or seriouspersonal problem

- ‡ An extended absender to a death in the immediate fa(nelly ationship must be verified through documentation,)
- ‡ An errormade by UCM;
- ‡ Documented military orders;
- ‡ An unusubor very special case that merits consideration

The following areNOT considered to be extenuating circumstances:

- ‡ Grade anticipation in class is not sufficiently high, or student is failing work (including **pladiadade**mic dishonesty Class is nore difficult than expected;
- ‡ Thought that theourse 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 circubrath rotes wareness of the withdrawal deadline or process
- ‡ Failure to attend class, completeignments, or take a test; hange in major;
- ‡ Dissatisfaction with the course material, instructional method, or instructor;
- ‡ Pressure of other classes, employment, and/or participation in extracurricular activities;

Documentation establishingextenuating circumstances may include:

- ‡ Verification of accident or illness (i.e., letter from physidiauspital copies of medical bills);
- ‡ A letter from a licensed couns#herapist
- ‡ Death certificate, obituary, funeral home notice
- ‡ Banne/MyCentralrecords to prove attempted droppies of enails to/from professors, advisors, etc.
- ‡ Any other documents deemed appropriate.
- If your documentation resides an another UCM office (Counseling Center/Student Experience and Engagement/Accessibility Services) you are responsible for getting a copy of the documentation to include with this petition. Petitions received without documentation will be denied.



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ID Number : 700		Student Name :		
Phone)		E-mail*:	@ucmo.edu	
*You will be notified of this decision via your LIGMEN account				

*You will be notified of this decision via your UGMail account If you are unable taccesthis account, contact the chnology Support Center