



University of Connecticut  
*College of Agriculture and Natural Resources*  
*Ratcliffe Hicks School of Agriculture*

Office of  
Academic Programs

## **REQUEST TO DROP A COURSE AFTER THE NINTH WEEK**

**Deadlines are printed in the UConn Undergraduate Catalog and on the Registrar's website: [www.registrar.uconn.edu](http://www.registrar.uconn.edu). Failure to follow procedures in a timely manner may result in denial of the request.**

Students may not drop a course after the ninth week of classes unless the student's academic dean makes an exception. The dean makes exceptions only for significant extenuating circumstances beyond the student's control. Poor academic performance is not an acceptable basis for dropping a class after the ninth week.

Non-attendance in a class does not constitute withdrawal. The student must officially drop the course by regular procedures or risk receiving a failing grade.

Full regulations are outlined under "Adding or Dropping Courses" in the UConn Undergraduate Catalog.

### **If you wish to petition for a late course withdrawal, please complete the following checklist:**

- Complete the student section of the attached Late Drop Petition. Complete the attached Schedule Revision Request form.**
- Meet with your faculty advisor to discuss your late drop petition. Obtain advisor signature (required) and comments (optional) on the Late Drop Petition. Obtain advisor signature on the Schedule Revision Request form.**
- Ask the instructor(s) of the course(s) to sign and answer questions on the attached form.**
- Complete a typed personal statement explaining:**
  - Why you would like to withdraw from the class.**
  - The extenuating circumstances that you feel warrant an exemption from the deadline.**
  - The specific dates in which the extenuating circumstances occurred.**
- Attach medical and/or other documentation to support the circumstances explained in your personal statement.**

Please return the completed Late Drop Petition form, Schedule Revision Request form, your personal statement, and any supporting documentation to CANR/RHSA Academic Programs, W.B. Young Room 211.

Our office will schedule an appointment for you and/or have the request reviewed by the Drop Committee. We will notify you of our decision by email. Continue attending class until you learn the Drop Committee's decision.

## LATE DROP PETITION

**Student:** Name: \_\_\_\_\_ PS ID# \_\_\_\_\_

Local Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Major: \_\_\_\_\_

Assigned Advisor: \_\_\_\_\_ Course Information: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Dept. Course # Sect. #

The information I have provided related to my late drop request is accurate and complete.

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

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**Advisor:** The student listed above is petitioning to drop a course after the ninth week of the semester. Students may not drop a course after the ninth week of classes unless the student's academic dean makes an exception due to extenuating circumstances beyond the student's control. Please feel free to use the space below to comment on the student's late drop request. Comments may also be emailed to [acadprog@uconn.edu](mailto:acadprog@uconn.edu) within 48 hours of the date that you sign below. We ask for your signature below to ensure you are aware of the student's request.

Comments:

The student named above has discussed his or her late drop request with me.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Instructor:** The student listed above is petitioning to drop your course after the ninth week of the semester. Students may not drop a course after the ninth week of classes unless the student's academic dean makes an exception due to extenuating circumstances beyond the student's control. If possible, please use the space below to comment briefly on the student's performance in your class. Comments may also be emailed to [acadprog@uconn.edu](mailto:acadprog@uconn.edu) within 48 hours of the date that you sign below. We ask for your signature below to ensure you are aware of the student's request. If you have any questions please don't hesitate to contact us.

Office of Academic Programs  
College of Agriculture and Natural Resources/Ratcliffe Hicks School of Agriculture  
486-2919, [acadprog@uconn.edu](mailto:acadprog@uconn.edu)

Student's attendance pattern: Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_ Don't know \_\_\_\_\_

Completion of course work to date? All \_\_\_\_\_ Some \_\_\_\_\_ Few/None \_\_\_\_\_

If possible, please indicate the student's current grade in this class: \_\_\_\_\_

Comments:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTOR AND ADVISOR COMMENTS ARE GREATLY APPRECIATED AND  
WILL BE TAKEN INTO CONSIDERATION. HOWEVER, THE CANR OFFICE  
OF ACADEMIC PROGRAMS WILL MAKE THE FINAL DECISION.**

# Schedule Revision Request

**Return to: Office of the Registrar, Unit 4077  
Wilbur Cross Building, 233 Glenbrook Road  
Storrs, Connecticut 06269-4077**

Student Name \_\_\_\_\_ Student ID:

School/College: \_\_\_\_\_ Major: \_\_\_\_\_ Campus: \_\_\_\_\_

Year:     Fall  Inter Session  Spring  May Term  Summer Session I, II, IV

**DROP**

**ADD**

Class Number	Subject Area	Catalog #	Sec.	Units	Class Number	Subject Area	Catalog #	Sec.	Units	Consent Signature	
										Instructor	Dept.Head

Advisor (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Dean (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

A student may add and drop courses via the Student Administration System from the time that registration opens through the second week of the semester without special permission. Courses dropped during this period are not recorded on the student's record.

During the third and fourth weeks of the semester, a student may add courses through the Office of the Registrar with consent of the student's course instructor, advisor, and the head of the department offering the course. After the fourth week of the semester, the permission of the student's dean is also required.

If a student drops a course after the second week of the semester, a "W" for withdrawal is recorded on the transcript. From the third through the ninth week of the semester, a student must obtain the advisor's signature to drop one course. To drop more than one course during that period, a student must obtain both the advisor's and the dean's signature.

To drop a course after the ninth week, the student needs the advisor's recommendation and the permission of the dean of his or her school or college. The dean only grants permission to drop a course after the ninth week for extenuating circumstances beyond the student's control. Exceptions are not made for the student's poor academic performance. Some schools may require a petition to drop after the 9th week.