Request for Late Drop or Add

The Council of Departmental Representatives has set forth the following rules regarding late Drop/Adds. This policy is also published annually in the SMTD Handbook. Please read this information carefully before submitting this form.

After the 6th week (fourth week of a half-term), no change will be permitted, except for medical reasons, provided that (1) an Incomplete is unacceptable to the instructor of the course and (2) a written statement is submitted to the appropriate dean by a physician confirming that continued enrollment in the course is not feasible.

Upon rare occasions, other personal situations justify the approval of a late Drop/Add. Those situations do not include having a low grade in the course, having a poor attendance record, or being too busy. Students who believe that their extraordinary circumstances can justify a late Drop/Add should complete this petition.

This form will not be processed unless all information is complete.

Date: __________________

Name: _________________________________  UMID#: ________________________

☐ I am Dropping a course  ☐ I am Adding a course  Term/Year: ____________

The following information MUST be complete & correct or your petition will not be processed.

Course Subject: _______________________________  Course Number (3 digit): ____________

Section Number: ____________________________  Credit Hours: ________________________

Department offering the Course: ___________________________________________________

What exceptional situation has led you to request a late Drop/Add?

Explain why you did not drop or add the course before the Drop/Add deadline:
To be completed by the INSTRUCTOR

Do you approve this request for a late Drop/Add? (circle one): YES NO

Have you had an adequate opportunity to discuss this proposal with the student? _________

What is the student's present/final grade in your course? ____________________________

What has been the student's attendance record? ________________________________

What is the student’s last date of participation?* ________________________________
*Required for all late Drops. Includes attendance, assignment submission, CTools discussion, etc.

After reviewing School of Music policies as described at the beginning of this document, do you find the student's reason for a late Drop/Add compelling? _______________

Optional comments:

Instructor's signature________________________________________ Date____________

To be completed by the ADVISOR

Do you approve this request for a late Drop/Add? (circle one): YES NO

Have you had an adequate opportunity to discuss this proposal with the student? ______________

After reviewing School of Music policies as described at the beginning of this document, do you find the student's reasons for a late Drop/Add compelling? ______________

Optional Comments:

Advisor's signature________________________________________ Date____________

[ ] Approved [ ] Not Approved

________________________________________
Associate Dean

After this form and the University Drop/Add form have been completed, both forms MUST be submitted to the SMTD Registrar (Deedee Ulintz) in room 2270 Moore Building.