GRADUATE LATE DROP/ADDS

Below are the rules set forth by the Council of Departmental Representatives regarding Graduate Late Drop/Adds. **This form will not be processed unless all information is complete.**

**After the 6th week** (fourth week of a half term), **no such 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.

This policy is published annually in the School of Music Handbook.

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 the following petition.

**PETITION**

Date_______________________

Student Name_____________________________________________UMID_____________________________________________________

Course Subject____________________________________Course Number (3 digit)____________________________

Section Number____________________ Credit Hours________________________________________________________

Term to be added/dropped___________________________________

Department offering the course________________________________________

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

Explain why you did not drop the course before the Drop/Add Deadline.

(OVER)
TO BE COMPLETED BY THE INSTRUCTOR

Have you had an adequate opportunity to discuss this proposal with the student?_____  
What is the student's present grade in your course?____________________________________  
What has been the student's attendance record?____________________________________  
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?____________________________________  
Do you approve this request for a late Drop/Add?____________________________________  
Optional comments:  

Instructor's signature_________________________________________ Date________________________

TO BE COMPLETED BY THE ADVISOR

Have you had 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?__________________  
Do you approve this request for a late Drop/Add?____________________________________  
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 School of Music, Theatre & Dance Registrar.