



Petition for Late Drop

FAA Office of Undergraduate Academic Affairs
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Petitions are Required for All Drops Requested After the Eighth (8th) Week of Class

“Courses, except required courses, may be dropped without academic penalty, providing the minimum academic load required by the College is maintained, during:

- a. the first eight weeks of a semester
- b. the first four weeks of an eight-week course in the Fall or Spring semester, and
- c. the first four weeks of the Summer 2 session...” (from Code on Campus Affairs, Section 44)

Only in the case of **Extenuating Circumstances** will withdrawal be permitted after the deadline. If approved, a W signifying a Late Withdrawal will remain on the student’s record.

Required Steps

1. All of the following reports, along with your documentation, must to be turned in at the same time. Petitions will not be reviewed until the documentation is complete. **Please turn in the following 3 items together as one packet:**
 - This Cover-Sheet – Signed & dated indicating that you have read the directions.
 - Course Instructor Feedback Report – Signed & dated by the instructor.
 - Student Petition – Signed & dated.
2. It is **the student’s responsibility** to contact the instructor and have them complete the Course Instructor Feedback Report for the course that you wish to drop.
3. It is **the student’s responsibility** to check on the implications regarding your eligibility for: financial aid, housing, Visa Status, participation in a University Sport, student employment, or for other activities should your request to drop be approved.
4. It is **the student’s responsibility** to attend class while the petition is being reviewed. The college will notify you in writing (Email) of its decision regarding your petition. Some petitions require more time than others to review. **Don’t stop going to your class.** Submitting this petition to drop a course does not relieve you of your responsibility to attend.
5. **On page 3, the Student Petition sheet, present as complete and honest a picture of your situation as possible.** To do so, you need to include the following in your petition:
 - a. A discussion of the circumstances that made you decide not to drop the course before the deadline.
 - b. A discussion of your reasons for dropping the course: your current status in the course, your prospects for improvement, your attempts to improve your performance, (contact with instructors, tutors, etc.), and any extenuating circumstances beyond your control that have harmed your performance.

I have read this petition and have complied with all the instructions. I have attached all necessary documentation.

Name (Print): _____

Student UIN: _____

Signature: _____

Date: ___/___/___