Students must officially drop the course/s prior to the eleventh week of classes or risk receiving a failing grade.

- Students may drop a course after the eleventh week of classes by exception of the student’s Academic Dean or Dean’s designee only.
- Exceptions are only made for significant extenuating circumstances beyond the student’s control that prevented the student from withdrawing by the published University Deadline, as outlined by the Academic Calendar found at: [www.registrar.uconn.edu](http://www.registrar.uconn.edu).

Full regulations regarding “Adding or Dropping Courses” can be found in the UConn Undergraduate Catalog: [https://catalog.uconn.edu/](https://catalog.uconn.edu/).

- The purpose of this procedure is to ensure careful consideration of requests for late drops.
- Failure to follow procedures in a timely manner may result in denial of the request.
- Poor academic performance, being unaware of deadlines, and/or not attending classes are not an acceptable basis for dropping a class after the eleventh week.

**LATE DROP CHECKLIST**

- Meet with your instructor. Have your instructor provide information and sign the Late Drop Form.
- Meet with your academic advisor. Have your academic advisor provide information and sign the Late Drop Form.
- Receive all required signatures & comments

**Complete a typed summary of your circumstances that includes the following information:**

- Why are you requesting to withdraw from this particular course(s) and not others?
- The extenuating circumstances that you feel warrant an exemption past the eleventh week.
- What prevented you from withdrawing from the course prior to the 11th week deadline?
• The specific dates (a timeline) in which the extenuating circumstances occurred.
• What related resources have you used here at UConn or off-campus?

Supporting documentation
• Submit medical and/or psychological documentation to the Center for Studies with Disabilities through the MyAccess portal available at https://csd.uconn.edu/.
• Submit emails, receipts of services, obituaries of loved ones, etc. to Kelly.Bartlett@uconn.edu or in person at the Student Services Suite, 2nd Floor.

Submit completed form and all documentation to Kelly Bartlett at the 2nd Floor Student Services suite NO LATER THAN THURSDAY, APRIL 28, 2022.
• A decision will be communicated to you via email. (I swapped the order of these bullet items.)
• You are responsible for attending classes until a decision is communicated to you via email.

Dropping below Full-Time Status may affect:
• Financial Aid eligibility
• Scholarships (including ROTC scholarships)
• Veterans Benefits

Appointments & Questions
To discuss the Late Drop Petition process, please make an appointment with Kelly Bartlett, Interim Director of Student Services via https://nexus.uconn.edu

Student attestation:
1. I have read the instructions accompanying this petition and will abide by the regulations herein.
2. I have submitted my documentation to the Office of Student Services on the 2nd Floor.
3. I understand that my petition will not be accepted until this documentation is sent.
4. To the best of my knowledge, none of the above information is in any way fraudulent or false.
5. I understand that by entering my full name and date this will substitute for my handwritten signature.
STUDENT
Name: (Last, First) _______________________
PeopleSoft Number (7 digit number) ________________
UConn Email: ______________________________
Phone Number: _______________________
Course requesting to drop: _______________________

INSTRUCTOR
Instructor: the Late Drop Committee requires your signature to be sure you are aware of the student’s request. Your input and written comments are important in putting together a total picture on which to base the drop decision.

Student’s attendance:
___ Good   ___ Fair   ___ Poor   ___ Don’t know
Additional information for the Late Drop Committee


Instructor Name: _______________________________________
Instructor Signature: _____________________________________
Date: ______________________________

ACADEMIC ADVISOR
___ Supports late drop   ___ Does not support late drop
Additional information for the Late Drop Committee


Advisor Name: _______________________________________
Advisor Signature: _____________________________________
Date: ______________________________