



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.