



# University of Michigan School of Music, Theatre & Dance

## **UNDERGRADUATE LATE DROP/ADDS**

Below are the rules set forth by the Council of Departmental Representatives regarding Undergraduate 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\_\_\_\_\_

I AM DROPPING A COURSE

I AM ADDING A COURSE

***The following information MUST be complete and 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 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 Registrar.**