

STUDENT FORM

APPEAL TO DROP AFTER THE DEADLINE FOR NON-ACADEMIC REASONS

DROPPING A COURSE OR COURSES (from the General Information catalog) After the midsemester deadline for dropping courses in a long session semester, an undergraduate may not drop a course except with the approval of his or her dean and then only for urgent and substantiated, non-academic reasons....International students must obtain written permission from the International Office, in addition to other required approvals, to drop a course.

Note: This is NOT the form you use to WITHDRAW from the semester. Withdrawing means you are dropping ALL of your classes.

INSTRUCTIONS

1. Please fill out sections I through V below **COMPLETELY** and return this form, along with your required documentation, to SZB 216 no later than the last class day of the semester.
2. Deliver the instructor form(s) to the instructor(s) of the course(s) you are wishing to drop. Note: These must also be returned by the professor through campus mail or by fax to the Dean's office in the College of Education (see campus address and fax number at top) no later than the last class day of the semester. It is YOUR responsibility to follow up with the professor(s) to make sure the form(s) were returned.
3. **IMPORTANT!!!** *You must continue to attend all classes, hand in all homework, and take tests until notified of the decision of the Appeals Committee.*

Part I (PLEASE PRINT!):

_____			_____
			DATE
_____	_____	_____	_____
LAST NAME	FIRST NAME	M.I.	SEMESTER/YEAR
_____			_____
LOCAL ADDRESS			UT EID
_____			_____
CITY/STATE/ZIP			MAJOR

E-MAIL ADDRESS			
_____		_____	
DAYTIME OR CELL PHONE		EVENING PHONE	

OVER —>

Part II:

Please list and complete the requested information for ALL courses for which you are currently enrolled, then CHECK (√) the course(s) you are petitioning to drop:

√	COURSE	UNIQUE NUMBER	GRADE YOU THINK YOU ARE MAKING

Part III: Please answer the following questions (circle appropriate response).

1. Are you receiving financial aid or a scholarship? Yes No (If yes, you need to check with the Office of Student Financial Services, SSB 3.200, about implications.)
2. Are you an international student? Yes No (If yes, you must secure written permission from the International Office, Wooldridge Hall (WOH), 600 W. 24th St., before final approval by your academic dean.)

INTERNATIONAL OFFICE APPROVAL _____
SIGNATURE DATE

3. Are you an athlete? Yes No (If yes, you must check with the NCAA Compliance Officer to see if this will affect your eligibility.)

Part IV: On an attached paper, please provide a statement about all non-academic, extenuating circumstances contributing to your need to drop. Please be as thorough as possible, and include any relevant information, such as personal difficulties or health situations. All appeals must be substantiated, i.e., be accompanied by documentation (copies of official forms are acceptable).

Important! Please address why your situation is having an impact on the course(s) you want to drop, and possibly not on other course(s) you intend to retain and complete.

Part V: Please read and sign:

I certify the information on this form, in my written appeal, and implied by my documentation to be true. I authorize the Office of the Dean, College of Education, to verify whatever substantiating evidence submitted. This includes contacting the persons mentioned in my appeal. If this appeal is approved, I authorize the Dean's Office to drop me from the course(s) indicated on this petition. I also understand any false information submitted will result in a direct referral to the Office of the Dean of Students for immediate disciplinary action. I realize it is my responsibility to secure necessary documentation by the due date noted on the petition. If delayed, I will notify the Dean's Office at 512/ 471-3223.

SIGNATURE

DATE