

College of Agriculture and Life Sciences Late Change Petition

Fall 2012

The last day to submit this Petition to Forbes Room 211 for review is:
December 3 ,2012 by 5:00 pm

1. As of October 15, 2012 any registration changes require the instructor's signature **AND** permission of the college dean. You may not, under any circumstances, make any registration changes after December 5, 2012.
2. Petitions must be based on **extenuating circumstances** beyond your control.
*****Documentation must be attached*****
3. **Late withdrawal from a class or a change from grade to pass/fail status because you are receiving a poor grade is not acceptable.**
4. Instructor's signature does not guarantee Dean's approval.
5. **ONCE THE COMPLETED PETITION IS SUBMITTED TO FORBES 211 THE STUDENT MUST PICK UP THE RESULTS WITHIN 1 BUSINESS DAY. IT IS THE STUDENT'S RESPONSIBILITY TO COLLECT THE DROP/ADD FORM AND COMPLETE THE LATE CHANGE PROCESS IN THE ADMINISTRATION BUILDING ROOM 210. *please initial***

Student Name _____

Local Address _____

SID# _____ Phone # _____ Zip _____

Classification (Circle One) FR SO JR SR Major _____

Course prefix _____ Number _____ Section _____

.....
State Reasons for not meeting University deadline (Continue on additional sheet if necessary and be sure to attach documentation):

Student's Signature: _____ Date _____

FOR INSTRUCTOR'S USE ONLY:

Please answer, as appropriate, the following items:

Do you support the change requested:

YES _____ NO _____ Neutral _____

Is the student now passing the course?

YES _____ NO _____

Student's attendance status:

Never attended _____

Satisfactory _____

No longer attending _____ Last day of attendance _____

Additional Comments:

Instructor's Signature _____ Date _____

Email address _____ Phone _____

NOTE: An instructor's signature or support of the petition does not indicate approval of the petition.

Dean's Signature _____ Date _____

Approved _____ Denied _____

Reason for denial:

_____ Insufficient information; more documentation is requested: _____

_____ Explanation/Documentation not acceptable for approval of request.

_____ Cannot drop; see instructor for possibility of receiving an Incomplete.

_____ Poor performance is insufficient grounds for late drop or pass/fail.

_____ Can only drop with a "W."

_____ This approval is granted on a one-time-only basis because of the special circumstances identified.

Additional Remarks: