LATE DROP PETITION or LATE P/F REQUEST

**ONLY FOR STUDENTS WHOSE PRIMARY MAJOR IS IN SPHHS**

Instructions: A completed “Course Change Request” form with the instructor’s signature is required, along with this packet to drop a class after the Mid-Semester Date with a “W” or to change the grading basis of a class to pass/fail. Both the form and the packet are to be returned to the Academic Dean’s Office, Room 125 Arnold House.

PLEASE NOTE: POOR ACADEMIC PERFORMANCE DOES NOT CONSTITUTE GROUNDS FOR LATE COURSE WITHDRAWAL OR CHANGE TO P/F PAST THE MID-SEMESTER DATE.

1) **Page 2 – student reason for request:** Include a statement detailing the reason for your request. Be as specific as possible. You should attach a separate piece of paper to this form if you need additional space.

2) **Include relevant documentation.**

Personal Information

Student’s Name _______________________________ ID# _______________________________

Primary Major __________________ Email Address _________________________________

Phone __________________ Date ___________________

Course Information

Course Semester & Year ______________________ Action Requested (drop or p/f) ________________

Course Title ___________________________ Course Dept/Number (e.g. PH160) ________________

Instructor’s Name ____________________________

Five Digit Class Number (and section) ______________

Five Digit Lab/Discussion Number (and section) _______________
Explain briefly what your extenuating circumstance is and how it affected you academically in your class.

Explain briefly why you did not withdraw from this class before the mid-semester date.

Did you reach out to any resources in order to help you this semester? If so, explain briefly.

Is there any other information you would like to provide to justify your request?

Please attach a separate paper if more room is necessary and bring this form to the Academic Dean's office, 125 Arnold House