

LATE PETITION PROCEDURES

Petitions for late drops or pass/not pass grading are reviewed during the following drop-in hours:

DROP-IN HOURS

**MONDAY, FRIDAY
10:00 – 11:00 A.M.**

**TUESDAY, WEDNESDAY,
THURSDAY
1:00 – 2:00 P.M.**

- If you have not turned in any graded work, talk to your instructor to receive a notation “Enrolled-No Work Submitted.” You are not eligible for a late drop.
- The timing of your request is critical; it must be shortly after the unforeseen event or when the extenuating circumstance occurs. If it is close to or at the end of the quarter, you must explain why an “Incomplete” Grade cannot be requested.
- The petition must be completed on **both** sides with a clear explanation of the unforeseen event or extenuating circumstances.
- Supporting documentation, **on letterhead stationery**, is required and must be attached to the petition.
- Late drops will not be approved for poor academic performance, academic difficulties, or change of interest in a course. It is extremely difficult to drop a course after the drop deadline.
- If your petition for a late drop course is approved, you will be issued a PTD number. It is your responsibility to log-on to SISWEB within three calendar days. You will be billed a \$3.00 Late Drop fee for each course.

CURRENT COURSE LIST (Required – please list ALL courses)

CRN (list for <u>all</u> enrolled courses)	Subject and Number (ie. CHE 2C, ARE 116)	Units	Check appropriate box	
			Drop	P/NP

ADVISER ACKNOWLEDGEMENT AND COMMENTS (*Required unless Exploratory student)

Major Adviser Comments and/or Clarification Specific to this Request:

I have read the request for exception and have advised the student regarding any impact on major requirements.

Adviser's Signature

Date

Adviser's Name (Please Print)

Major/Department

FOR DEAN'S OFFICE USE ONLY

ACTION:

Approved

Denied

Pending

ENWS is appropriate

Comments:

Adviser's Signature

Date