Petition to Obtain a Late Drop

Drop Policy: Students wishing to drop a course between the 9th and 15th week of the term must present evidence of need sufficient to satisfy the College responsible for his/her program. Typical situations that warrant a late drop include a personal catastrophe, serious personal illness, or University error in your enrollment.

You must attach documentation supporting your request to this petition prior to your appointment.

Name______________________________________________________ PID __________________________

Phone _____________________________ MSU e-mail address _____________________________________

Total credits this semester _______ Major ___________________________ Class (circle) FR SO JR SR

Have you been formally admitted to the College of Engineering? (circle) YES NO*

*If no, your request must be handled by the college of your current major, or UUD if you are under 56 total credits.

I wish to drop the following course(s):

(Dept/Number) ____________________ section:________ credits:________ Instructor: __________________

(Dept/Number) ____________________ section:________ credits:________ Instructor: __________________

(Dept/Number) ____________________ section:________ credits:________ Instructor: __________________

(Dept/Number) ____________________ section:________ credits:________ Instructor: __________________

Is your work in this course(s) currently at passing level (passing is 1.0 or better)? (circle) YES NO

Have you discussed your performance in the course(s) with the instructor(s)? (circle) YES NO

The following three reasons are justification for a Late Drop. Please circle which reason you are providing documentation for:

1. A University error in your enrollment/registration
2. A serious personal illness
3. A catastrophic event beyond your control
4. Other

Please attach an explanation of your case to this form.

Signature _________________________________________________________________________________

Warning – Falsification of medical or other information is a serious offense that may result in your dismissal from the University.

Hold for Documentation

Approved: Graded_____ Not Graded _____ Refund _____ No Refund _____ Disapproved _____

Listed Reason______________________________________________________________________________

Signature____________________________________Date____________________________