

PETITION TO DROP A COURSE AFTER THE PUBLISHED DROP DATE

What are you petitioning?

1. Complete Withdrawal (all classesom a semester DO NOT USE THIS FORM.Contact the Office of Studen Experience and Engagem (AND) 214 6605434114 for directions

OR

2. Partial Withdrawal (one or more classes from a semestret not all classes). Continue with this form!

Instructions:

- 1. Complete thisetitionin its entirety and sign/date where indicated.
- 2. Attach a short essay describing your circumstances why ouqualify for a late drop.
- 3.

Warrensburg, MO 64093 or fax to (660) \$54000 or email to registrar@ucmo.edu

or seriouspersonal problem

- ‡ An extended absende to a death in the immediate fa(nellyationship must be verified through documentation,)
- ‡ An errormade by UCM;
- **‡** Documented military orders;
- ‡ An unusular very special case that merits consideration

The following are NOT considered to be extenuating circumstances:

- ‡ Grade anticipation in class is not sufficiently high, or student is failing work (including paladiacisdemic dishonestly Class is not sufficiently high, or student is failing work (including paladiacisdemic dishonestly Class is not sufficiently high, or student is failing work (including paladiacisdemic dishonestly Class is not sufficiently high, or student is failing work (including paladiacisdemic dishonestly Class is not sufficiently high, or student is failing work (including paladiacisdemic dishonestly Class is not sufficiently high, or student is failing work (including paladiacisdemic dishonestly Class is not sufficiently high, or student is failing work (including paladiacisdemic dishonestly Class is not sufficiently high).
- ‡ Thought that theourse had been dropped, either by the student or a university employee;
- ‡ Could not drop class due to a hold or was unable to drop online due to other circultation of the withdrawal deadline or process
- ‡ Failure to attend class, completeignments, or take a test; hange in major;
- ‡ Dissatisfaction with the course material, instructional method, or instructor;
- ‡ Pressure of other classes, employment, and/or participation in extracurricular activities;

Documentation establishingextenuating circumstances may include:

- ‡ Verification of accident or illness (i.e., letter from physidians pital copies of medical bills);
- ‡ A letter from a licensed couns ## Transit
- ‡ Death certificate, obituary, funeral home notice
- ‡ Banne/MyCentralrecords to prove attempted droppies of emails to/from professors, advisors, etc.
- ‡ Any other documents deemed appropriate.
- ‡ If your documentation resides an another UCM office (Counseling Center/Student Experience and Engagement/Accessibility Services) you are responsible for getting a copy of the documentation to include with this petition. Petitions received without documentation will be denied.



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ID Number :	Student Name :	
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Phone	E-mail*:	
()		@ucmo.e
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*You will be notifi	ed of this decision via your UGMael account	
If you are unable taccesthis account, co	ontact t he chnology Support Center	
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