



Petition to Withdraw from a Course After the 11th Week

Students may not drop a course after the eleventh week of classes unless the student’s academic Dean makes an exception. The Dean makes exceptions only for significant extenuating circumstance(s) beyond the student’s control which prevented the student from adhering to the University withdrawal deadline.

Note: Poor academic performance is not an acceptable basis for dropping a class after the ninth week.

You should be aware that dropping below full-time status (12 credits) may affect financial aid, international visa status, ROTC Scholarships, VA benefits, or NCAA eligibility. Please check with the relevant offices if you have questions on those programs.

Before submitting this petition, you must complete the following checklist:

- Completed Petition to Withdraw from a Course After the 11th Week
 - Discuss course performance and obtain instructor signature
 - Discuss course withdrawal consequences with academic advisor and obtain signature
- A personal statement detailing the reasons for requesting a late drop
 - Why you would like to withdraw from the class.
 - The extenuating circumstance(s) that you feel warrant an exemption from the deadline.
 - The specific dates for which the extenuating circumstance(s) occurred.
 - If applicable, supporting documentation for your request.

Once completed, email this form and personal statement to: enr-ugprograms@uconn.edu.

You should complete this form individually for each class you intend to drop.

This form must be submitted before 8am on the first day of Final Exams listed on the [Academic Calendar](#) for the current semester. No withdrawals after this date & time are permitted by the University.

You should continue to attend class until you are notified by the SoE UG Programs office of the decision. Failure to attend classes or to complete all parts of this process may result in receiving an “F” grade in the course.

Student:

Student name: _____ PeopleSoft ID#: _____

E-mail Address: _____ Phone #: _____

Course requested to drop: _____ / _____ / _____ / _____ / _____

Class # Subject Catalog # Section # # Credits

I am requesting a withdrawal from the course listed above. I have read this form and understand that I am fully responsible for the steps outlined. The information I have provided related to my late drop request is accurate and complete.

Signature: _____ Date: _____

Instructor:

Instructor Name: _____ Signature: _____ Date: _____

Academic Advisor – verifying discussion of withdrawal consequences

Supports late drop Does not support late drop Not enough information

Advisor Name: _____ Signature: _____ Date: _____

Office use only: Approved Denied & Reason _____ Initials: _____

Updated: 10/2021