



Petition for Late Drop from a SPIS Course

IF YOU ARE SEEKING AN EXCEPTION TO THE DEADLINE FOR COURSE WITHDRAWAL, you must submit this petition, a personal statement, a \$35 fee (EJ) and a stamped, self-addressed, legal-sized envelope to the UCSB Extension Student Services Office. Requests are approved only in cases where unforeseeable circumstances affect course attendance and performance. Disappointing test results, ignorance of the rules, or changing interests are not satisfactory justification. Failure to attend class before or after the course withdrawal deadline may not be sufficient reason to justify an approval.

Although you may consider your situation exceptional, do not discontinue class attendance on the assumption that Extended Learning Services will approve your request.

If continuing enrollment in the course causes a severe hardship, you may request an exception to the deadline by completing this form along with a written statement explaining the cause of your hardship. Explain in detail the causes of your difficulty, the timing of any changes you have experienced, and how these circumstances affected your performance. *In particular, you must explain why you did not drop the course by the published deadline.* All information you provide is confidential and will be reviewed in this office only. You must provide documentation if your justification includes:

- Significantly increased employment: provide verification from your employer on official letterhead;
- Medical reasons (your own or those of a family member): please provide a physician’s statement.
- Prolonged absence or extensive travel: you must document the cause of the absence with tickets, receipts, etc.

Your request will be considered only after you have provided your written statement and the instructor’s statement. You may be asked for additional information or documentation. In the meantime, it is your responsibility to continue class attendance and to complete all assignments. If approved, a W (withdrawal) grade will remain on your permanent transcript. If the request is not approved, you will remain enrolled in the course and whatever grade you earn will be recorded.

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|---------------|------------|
| Name | SSN |
| Address | E-mail |
| Course Title | Quarter |
| Course Number | Instructor |

Instructor’s Statement:

Do you object to the requested exception: Yes No
 Did the student take the midterm exam(s) Yes No

Midterm information Dates 1. _____ 2. _____ 3. _____ 4. _____

Final exam (if taken) Grade _____ Date _____ Student’s grade at this time _____

Comments:

Instructor’s Signature _____ Date _____

Please note: Instructor’s signature for advisory purposes only. Authority for final approval rests with Extended Learning Services.

Dean’s Signature _____ Date _____