

OPEN UNIVERSITY COURSE

PETITION FOR LATE OR RETROACTIVE DROP

STUDENTS SEEKING AN EXCEPTION TO THE DEADLINE FOR COURSE WITHDRAWAL, must submit this petition, a personal statement (filled out in its entirety), and a \$100 (non-refundable) per course fee to help@professional.ucsb.edu. No refunds of fees after the Drop Deadline. 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 is not a sufficient reason to justify an approval. Although students may consider their situation exceptional, they should not discontinue class attendance on the assumption that UCSB Extension will approve their request.**

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

Students' requests will be considered only after they have provided their written statement and the instructor's statement and the \$100 non-refundable Late Drop Fee. Students may be asked for additional information or documentation. In the meantime, it is the students' responsibility to continue class attendance and to complete all assignments. If approved, a W (withdrawal) grade will remain on students' permanent transcripts. If the request is not approved, students will remain enrolled in the course and whatever grade they earn will be recorded.

Name first, m.i., last) _____

UCSB Extension Student # _____

Email _____

Quarter _____

Year _____

Course I.D. _____

Course Title _____

Enrollment Code/Session _____

Instructor _____

Student's Signature _____

Date _____

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 _____

Student's Attendance ☐ Regular ☐ Infrequent ☐ Never ☐ Unknown

Comments: _____

Instructor's Signature _____

Date _____

Please note: Instructor's signature for advisory purposes only. Authority for final approval rests with UC Santa Barbara Extension.

UCSB Extension's Signature _____

Date _____