

## GUIDELINES AND PROCEDURES FOR STUDENT PETITIONS TO DROP A COURSE AFTER CENSUS DATE FAM 818.5

### 1. Obtaining forms.

Between the third and the seventh week of the term, students should obtain petitions to drop a course after census date (and a program change form) from the college office of their major. Prior to receiving the petition(s), students will be made aware of (a) the need for a "serious and compelling reason" for petitioning and (b) the need to support that reason with documentary evidence.

After the seventh week of the term, students may drop or withdraw only in cases such as serious accident or illness. They must obtain a Waiver of College Regulations form from Academic Services.

### 2. Complete withdrawal.

Student withdrawing from all classes also need to attach their student identification card and a Withdrawal Clearance Card (available in Admissions and Records) to their petition(s).

### 3. Documentary evidence.

Students must acquire the instructor's signature on both the petition and the program change form and must attach documentation to the petition before the college office will accept it for further action.

### 4. Processing the forms.

Between the third and the seventh week of each term, following final action on the petition, the college office should (a) send the pink copy to the student as a means of notifying him or her of the college dean's decision; (b) forward the yellow copy to Admissions and Records; (c) keep the white copy (and documentation) **in the college office for at least three years**. The campus is subject to audit by the Audit Staff of the Board of Trustees on the matter of after-census drops and withdrawals, and the college offices are responsible for maintaining records of transactions that occur between

weeks three and seven of each quarter and records of all petitions that are ***disapproved*** at the college level after the seventh week.

After the seventh week of the term all copies (with documentation) of petitions approved at the college level should be forwarded to Academic Services for final approval/disapproval.

### **5. Reasons for dropping.**

"Serious and compelling" can never be absolutely defined, but agreed upon circumstances under which students may be permitted to withdraw from one or more classes between the third and the seventh week of the term include imprisonment, illness or accident, and direct conflicts between class and work hours. Acceptable reasons would also include any documented instance of some kind of administrative error in the drop process itself (but as a first step, students should check with Admissions and Records, where the problem may possibly be resolved without recourse to the petition process).

**6.** Undeclared majors, interdisciplinary majors and unclassified post baccalaureate students. These three categories of students should consider Academic Services as their college office. Classified post baccalaureates as well as classified and conditionally classified graduate students should drop or withdraw between the third and the seventh week of the term through their college office. After the seventh week all copies of petitions approved at the college level should be forwarded to Academic Services for final approval/disapproval.