

RETROACTIVE* COURSE DROP – LSA PETITION GUIDELINES & COVER SHEET

(*Retroactive is defined as after the last day of classes.)

*Changes to the academic record after the fact are extremely rare and are only granted for extraordinary circumstances. Retroactive drops are not granted if there is evidence that the student finished or intended to finish a class (e.g. took the final exam or requested an Incomplete). **Approval of a retroactive drop does NOT indicate a tuition refund.***

Name _____ E-Mail Address _____
(PLEASE PRINT)

Requesting to Drop _____ Term and Year** _____
(DEPT. & COURSE NUMBER, E.G. SOC 101) (TERM YOU TOOK THE COURSE, E.G. FALL 2013)

****NOTE: There is a time limit of one calendar year for these requests. If more than one calendar year has elapsed since you took the course you wish to drop, you are not eligible to petition.**

ALL of the following must be submitted to the LSA Academic Standards Board, 1255 Angell Hall:

[If you were registered in another School or College during the term in question, you must petition that unit instead of LSA.]

Your Argument

Describe what happened that term, including a detailed chronology and compelling reason(s) why you were not able to finish the class and why you didn't withdraw from the class before the final drop deadline. *If you completed other classes during the term in question, it's critical that you explain how/why you were able to finish other classes but not this one.*

Documentation

You must provide relevant documentation supporting the compelling reason(s) mentioned above. For example, if physical or mental health issues were involved, a letter from a health care provider should verify the chronology and severity of the medical issue(s), and explain how that prevented you from finishing the class and requesting a drop before the deadline.

Instructor Statement (Ask the instructor to send this from her/his umich e-mail to: academic.standards@umich.edu.)

The instructor statement must include: your full name and UM ID, the course and term, confirmation that you did not finish the class or request an Incomplete, your grades for any work completed before you stopped attending,* and your last date of attendance (we will accept an approximation if the instructor did not take attendance). *If you were not passing the class up to the point you stopped attending, you may not be eligible for a retroactive drop.

PRE-SUBMISSION CHECKLIST

If you answer yes to any of the questions below, check with the Registrar's Office and/or the Office of Financial Aid BEFORE submitting this petition. A retroactive drop may have financial, eligibility, or other implications. You need to be aware of all possible consequences before deciding to go ahead with your petition.

- Are you using any type of financial aid (including scholarships) to pay for tuition?
- Were you a student athlete during the term for which you are requesting a course drop?
- Is the State of Michigan's MET program financing any part of your tuition?
- Are you using veterans' benefits to pay for tuition?

My signature below indicates that I have checked with the appropriate office if any of the above applies to me. I am aware of the consequences of a retroactive drop and have decided to submit my petition.

Student Signature _____ UM ID # _____ Date _____

I have discussed my case with an LSA Academic Standards Board member [required].

Signature of Board Member _____ Date _____

Board Member Printed Name and E-Mail address _____