

UConn School of Fine Arts Request to Drop A Course After the 9th Week

All materials must be submitted by 4:00 pm on the last day of classes of the current semester

Name _____ Student.Admin. # _____ Date _____

Cell # _____ UConn Email Address _____

Course Dept./Course #/Section # of course you wish to drop: _____/_____/_____

NOTE: Permission to drop a course is granted for extenuating circumstances beyond the student's control. Exceptions are not made for poor academic performance, lack of class attendance or lack of awareness of deadlines.

Reason for Request (append a WORD document), including the following information:

- A summary of your circumstances
- Reason for requesting to drop this course and not others
- The extenuating circumstances that you believe support an exemption from the ninth week deadline for this course
- Circumstances that prevented you from dropping this course prior to the 9th week deadline
- If appropriate, a timeline in which the extenuating circumstances occurred

Supporting documentation

- Submit medical and/or psychological documentation to the Center for Studies with Disabilities through the MyAccess portal available at <https://csd.uconn.edu/>.
- Attach copies of other documents, if appropriate, to this **Request to Drop a Course After the 9th Week**

Fine Arts Academic Advisor Signature: _____ Date: _____

Fine Arts Academic Advisor Comments: _____

Student Signature: _____ Date: _____

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Disposition:

Eva Gorbants, Assistant Dean & Director of Advising, School of Fine Arts

Request to Drop a Course After the 9th Week Guidelines

- From the 2020-2021 Undergraduate Catalog <https://catalog.uconn.edu/academic-regulations/registration/#add-drop>

No student is permitted to drop a course after the ninth week of classes or to drop more than one course after the first ten days of classes unless on the recommendation of the advisor, an exception is made by the dean or designee of the school or college in which the student is enrolled. Exceptions are made only for extenuating circumstances beyond the student's control. Poor academic performance is not considered a sufficient reason for dropping a course after the ninth week. Exceptions to transcript notations can be made only by the Provost or designee.

- Students should continue to participate in the course until informed of a final decision regarding the late drop request.
- Dropping below full-time status may affect Financial Aid eligibility, International Student visa status, Scholarships, NCAA eligibility and Veteran's benefits.