



Petition for Late Drop or Change in P/NP Grading

Biology Academic Success Center – 1023 Sciences Laboratory Building – (530) 752-0410

PLEASE READ ALL INFORMATION PROVIDED ON THIS FORM BEFORE SUBMITTING PETITION

The criteria contained in this petition are representative of requirements pertaining to the UCD Academic Senate Regulations, and can be found in the UCD General Catalog.

To drop or change the grading mode of a course after the deadline you must have extenuating circumstances beyond your control and receive approval from the Biology Academic Success Center. A \$3.00 fee applies to late drops. You must fully document these circumstances.

Extenuating circumstances that may qualify for either a late drop or late P/NP grade option and the documentation required:

Circumstances or Event	Documentation Required
Large and necessary increase in work hours	1. Explanation of why the increase was necessary. 2. Letter from employer (on company's letterhead) stating the number of hours before and after the increase and the date the increase started.
Medical/illness/accident	A letter from a physician (on their letterhead) or Student Health and Wellness Center including the affected dates and description of how the condition was significant enough to warrant a modification of course load.
Serious personal problems	A letter from a physician or mental health professional (on their letterhead), documentation from Counseling and Psychological Services, and/or other agency showing date(s) of emergency.
Death in immediate family	Appropriate documentation is required.

Late drops and late changes to P/NP will NOT be approved for:

- Poor academic performance
- Academic difficulties/poor midterm results
- Change of interest in a course/not a major requirement
- Unawareness of the deadline to drop course or change grading
- Unavailability of graded work or mid-term results

Petition must be submitted immediately (within 7 calendar days) following the unforeseen event:

- Petition must be received by the Dean's Office/Biological Academic Success Center no later than close of business on the Last Day of Instruction each quarter
- Late drop petitions submitted after the eighth week of the quarter are subject to heightened scrutiny
- Late action petitions submitted after the eighth week of the quarter that are absent of **recent** extenuating circumstances will be denied

Important:

- Make sure you understand all ramifications of dropping this course including, but not limited to, implications for financial aid, effect on academic contracts and minimum progress standards.

How to File:

- ✓ Please return this completed petition and appropriate documentation:
 - In person to Biology Academic Success Center, 1023 Sciences Laboratory Building
OR
 - By email to ubsundergrads@ucdavis.edu and type UAP-Petitions in the subject line. An email from your UCD email address serves as an electronic signature receipt for the form.
- ✓ Incomplete forms will not be accepted and documentation as listed above is REQUIRED.
- ✓ Please keep attending class and completing assignments. Your petition will be reviewed and you will be notified of our decision within one week via email to your UCD email address.



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Use this list to help you determine if you are qualified for consideration of the petition and that you have all of the information and documentation required:

Do NOT submit this petition:

- If you are eligible for an incomplete; please review eligibility with your instructor.
 - Forms submitted after the 6th week of instruction must include documentation from instructor that you are ineligible for an incomplete
- If performance in this course is currently under review by Student Judicial Affairs.
 - Attempts to late drop a course under review by SJA will be reported
- If you are requesting a late P/NP and you are not in good standing - these cannot be approved.
- If it is after the last day of current quarter instruction – after which time a retroactive change through the Office of the University Registrar will be required.

Complete this petition if none of the above apply.

- Provide detailed explanation of the extenuating circumstances you experienced and attach the required documentation.

Name:	UC Davis E-mail: _____@ucdavis.edu
Student I.D.:	Major: _____

Current Action Requested: Late Drop P/NP Quarter: _____

Course name and number: _____ CRN _____

Please provide a detailed explanation of why you are requesting a late action for a course in the space below.
(Attach additional pages or documentation, if necessary)

After sixth week of the quarter, check this box if you have documentation from your instructor stating that you are **ineligible** for an incomplete grade. Please attach this documentation to this petition. A copy of an email between you and the instructor, confirming ineligibility, will be sufficient.

Important: Check this box if you are submitting this petition with no supporting documentation

Students may be disciplined for violating or attempting to violate the following standards: 102.02: Other Dishonest Acts (*Reference: University of California Standards of Conduct for Students*). By signing this form, I understand that dishonesty such as fabricating information or furnishing false information within this petition can be brought to the attention of STUDENT JUDICIAL AFFAIRS and could affect my status as a student. I further understand that receipt of this form via official UC Davis email serves as an electronic signature for the form.

Student Signature: _____ Date: _____

For Office Use only:	Action recommended:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Comments: _____			
Adviser's Signature: _____	Date: _____		
Dean's Signature: _____	Date: _____		