

Late Drop Petition · Course Instructor Feedback Report

FAA Office of Undergraduate Academic Affairs

608 E. Lorado Taft Dr. #110, Champaign, IL 61820 · MC 622 · phone 217-333-6061 · fax 217-333-2154 · e-mail · faa-uaa@uiuc.edu

Only in the case of **extenuating circumstances*** will withdrawal be permitted after a) the first eight weeks of a fall or spring semester course, b) the first four weeks of an eight-week course, or c) the midpoint of the summer terms. If approved, a **W** (signifying late withdrawal) will remain on your record. Both parts of this petition must be filled out completely and submitted to the FAA Office for your petition to be considered.

It is the student's responsibility to

- have the instructor fill out the bottom of the form
- check on the implications regarding your eligibility for financial aid, housing, Visa status, sports participation, student employment and any other activities.
- attend class while this petition is under review. The college will notify you by e-mail when it has made a decision. **Do NOT stop going to class.**
- on this sheet, present as complete and honest a representation of your situation as possible. Discuss why you did not drop the course before the deadline. Explain your reasons for dropping the this course and not others. Provide documentation (examples below) of any extenuating circumstances.

**** Examples of Documentation of Extraordinary Circumstances***

- Documentation from McKinley Health Center or other healthcare professionals verifying illness or injury with relevant dates
- Documentation on letterhead from a counselor you have visited
- Documentation on letterhead from your employer with dates of employment and relevant work schedule
- Family illness, death, divorce, etc. supported by medical or other records, obituaries, etc.