



Petition for Late Drop or Change from or to P/NP Grading

Dean's Office, 202 Life Sciences (530) 752-0410

1. Who is eligible for a late action?

Academic Senate regulations require that approval for a late drop or late change of grading type be granted only if an unforeseen event beyond your control occurs after the published deadline.



Have you:

1. Submitted course work for a grade? OR
2. Attended the course in which attendance is part of the grade you wish to drop?

If you answered "No" to either question you may be eligible for ENWS (Enrolled No Work Submitted). Neither the course nor the ENWS notation will appear on your official transcript. It will not be reported to any educational institution. Check with your instructor if you have questions regarding your eligibility for ENWS.

Late drops or change in grading type **cannot** be granted for:

- Poor or improved academic performance
- Change of interest or major
- Unavailability of graded work or midterm result
- Lack of academic advising

The table below illustrates possible appropriate reasons for requesting a late action. Timeliness is crucial. Your chance of approval diminishes the longer you wait. Dropping below 12 units may affect your athletic eligibility, financial aid, minimum progress or good student driver insurance discount. Please check with the appropriate office if you have questions.

2. What about documentation?

You **must** provide documentation of the unforeseen event/circumstances and documentation that the event, etc. occurred after the deadline. Please provide the necessary documentation when you seen an adviser, with your completed petition. If you are unsure about what documentation to obtain, please ask at our front desk.

3. Can I wait to see how I do on my next midterm or assignment?

You need to see an advisor as soon as possible after the event has occurred. Any delay will need to be explained and documented. Students who wait to see how they are doing in the course before filing the petition risk denial of their petition.

Unforeseen Circumstances/Event after Deadline	Documentation Needed
Necessary increase in work hours	Explanation of why the increase was necessary. Letter from employer (on company's letterhead) the number of hours before and after the increase and the date the increase started.
Medical	A letter from the physician (on their letterhead) or documentation from the Student Health Center.
Serious Personal Problems	A letter from the physician or mental health professional (on their letterhead) or documentation from the Counseling Center.
Death in Family	Appropriate documentation is required.
Other	All pertinent documentation.

*****Please read the information on other side before completing this form.*****

Name _____

ID# _____ Major _____

Phone _____ Email _____

Check one:

_____ Request for late drop

_____ Request for late change to letter grade or P/NP

Course you wish to drop or change the grading type:

CRN	Course ID and #	Course Title	Units
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Have you submitted course work for a grade? YES NO

*See information for Enrolled No Work Submitted (ENWS) grade on the other side.

Please write a detailed explanation of why you are petitioning. Include information on event, how it impacted this course, and when it occurred. Documentation must be provided with this petition.

I have read this petition and provided information that is true and correct. If it is approved, I understand that I will be assessed a \$3.00 late fee, and I must use SISWEB to act upon my course within the next 72 hours (includes weekend).

Student Signature (required) _____ **Date** _____

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Dean's Action: **Approved** _____ **Denied** _____ **Deferred** _____

Comments _____

Dean's Signature _____ **Date** _____