

OPEN UNIVERSITY COURSE PETITION FOR LATE OR RETROACTIVE DROP

STUDENTS SEEKING AN EXCEPTION TO THE DEADLINE FOR COURSE WITHDRAWAL, must submit this petition, or personal statement, and a \$100 Open University fee to the UCSB Extension Student Services Office. No refunds of fees after the Drop Deadline. Requests are approved only in cases where unforeseeable circumstances affect course attendance and performance. Disappearing test results, ignorance of the rules, or changing interests are not satisfactory justification. Failure to attend class before or after the course withdrawal deadline is not a sufficient reason to justify an approval. **Although students may consider their situation exceptional, they should not discontinue class attendance on the assumption that UCSB Extension will approve their request.**

If continuing enrollment in the course creates a severe hardship, students may request an exception to the deadline by completing this form along with a written statement explaining the course at their hardship. Students must explain in detail the course at their difficulty, the timing of any changes they have experienced, how these circumstances affected their performance. In addition, students must explain why they did not drop the course by the published deadline. All information students provide is confidential and will be reviewed in this office only. Students are urged to provide documentation for their justification if possible.

Students' requests will be considered only after they have provided their written statement and the instructor's statement. Students may be asked for additional information or documentation. In the meantime, it is the student's responsibility to continue class attendance and to complete all assignments. If approved, or if withdrawn, grade will appear on student's personal transcript. If the request is not approved, students will remain enrolled in the course and whatever grade they earn will be recorded.

Name (Last, first, last)

UCSB Extension Student ID

Email

Quarter

Year

Course ID

Course Title

Enrollment Code/Section

Instructor

Student's Signature

Date

INSTRUCTOR'S STATEMENT

Do you consent to the requested exception? ☐ Yes ☐ No ☐ NoDid the student take the midterm exam(s)? ☐ Yes ☐ No

Student's information: Exam 1: _____ 2: _____ 3: _____ 4: _____

Final exam (if taken): Grade: _____ Date: _____ Student's grade at this time: _____

Student's attendance: ☐ Regular ☐ Absent ☐ Rare ☐ Absent

Comments:

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