REQUEST FOR LATE DROP

Non-Ross students: Contact the advising center of your program and ask them about their drop policy. Please do not fill out this late drop form.

If you are a Ross student and you want to drop the only class you are registered for, please ask Academic Services about the procedures for a Term Withdrawal.

Instructions: Complete both sides of this form, have your instructor complete the instructor section on the back of this form, and return the completed form to Ross Academic Services in W3700.

Printed Name: _______________________________ UM ID#: _________________________
Uniqname (e-mail): _______________________________ Student Type: _________ Phone: _________________________

Course you wish to drop ______________/________________/____________/_________
Class # (e.g. 12345) Subject (e.g. MKT) Catalog # (e.g. 125) Section # (e.g. 003) Session: ___________
(e.g. Fall A/Full-term/Fall B)

LATE DROPS WILL NOT BE APPROVED AFTER THE LAST DAY OF CLASS (BEFORE FINAL EXAMS)

WHY ARE YOU DROPPING THIS COURSE?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

WHAT WILL YOUR SCHEDULE BE AFTER THIS CHANGE?

Course (e.g. FIN 125) Credit Hours Course (e.g. FIN 125) Credit Hours
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Total Credits Hours: __________

WHAT SHOULD YOU CONSIDER WHEN DROPPING A COURSE?

- Course will appear on your transcript with a "W" (Withdrawal) in the grade column even if you never attended the course. The "W" will not affect your GPA.
- Failure to complete the drop process by the last regular class date (or by the CoE deadline for EECS courses) for that class means the class will remain on your record and a grade will be assigned.
- Discuss your standing in the course with your instructor before dropping.
- Dropping a course may affect your current financial aid or impact on your future financial aid eligibility. For questions, undergraduates should contact Central Financial Aid (734-763-6600) and graduate students should contact Ross Financial Aid (rossfinaid@umich.edu).
- Tuition charges will not change with a late drop, and credits will still count towards your semester total.
- International students who wish to drop below 12.00 credits for undergraduates and 8.00 credits for graduate students: Contact the International Center.
- Athletes who wish to drop below full time status should contact the Athletic Department.

~OVER~
### DO YOU HAVE TO SEE AN ACADEMIC ADVISOR BEFORE DROPPING?

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you currently on academic review status?</td>
<td></td>
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<tr>
<td>Is the course a core course?</td>
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<tr>
<td>Is the course a prerequisite/requirement for your dual degree or minor?</td>
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<td>Have you dropped a course after the deadline before?</td>
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<tr>
<td>Are you dropping below 12 credits for BBAs or 9 credits for graduate students?</td>
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<tr>
<td>Do you have questions or concerns about dropping the course?</td>
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</tbody>
</table>

Advisors are always available to discuss your drop with you, but if you answered yes to any of these questions, you MUST meet with an academic advisor before your drop will be processed.

#### To meet with an advisor:

**Undergraduate students**: During the Fall and Winter terms, drop-in advising takes place in W3700 from 2:30 p.m. to 4:00 p.m., Monday through Friday. You may also schedule an appointment through iM pact: [http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/](http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/)

**Graduate Students**: During the Fall and Winter terms, drop-in advising takes place in W3700 from 1:00 p.m. to 2:00 p.m. on Tuesdays & Wednesdays. You may also schedule an appointment through iM pact: [http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/](http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/)

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I understand the effect that dropping this course may have on my program of studies.

(Student Signature) (Date)

(Advisor Signature-when required) (Date)

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**TO THE INSTRUCTOR**

☐ I have discussed the implications of dropping this course with the student.

Student’s Last Date of Participation: ___________ (Date Required)

Printed Name: ___________________________ Email: ___________________________

Signature: ___________________________ Date: ___________

**INSTRUCTOR COMMENTS:**
Please comment on the student’s attendance patterns and level of performance.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________