

**GRADUATE STUDIES PERMISSION TO DROP PETITION
(ONE COURSE PER PETITION ONLY)**

This form must be completed and left with the Receptionist in Graduate Studies (250 Mrak Hall). We require 24 hours for processing; If you submit the form prior to noon, it will be ready by noon the next business day. If you submit the form in the afternoon, it will be ready the afternoon of the following business day. THE PTD NUMBER WILL EXPIRE WITHIN THREE CALENDER DAYS AND WILL NOT BE RE-ISSUED WITHOUT SIGNIFICANT JUSTIFICATION.

_____	_____	_____
Print Name	CRN#(Required)	Dept. and Course#
_____	_____	_____
Student I.D.#	Course Description/Name	
_____	_____	
Local Address	Graduate Major (Program)	
E-mail address or telephone number where you can be reached within the next 24 hours:_____		

_____	_____	
Student's Signature	Date	
_____	_____	
Approved by Graduate Program Adviser (Please sign and PRINT name)	Date	

It is extremely difficult to drop a course after the deadline at the end of the 10th. day. The purpose of the provision for late drops is to protect you from circumstances beyond your control. Neither academic difficulties nor missed deadlines are acceptable reasons for late drops. A **\$3.00 LATE DROP FEE WILL BE ASSESSED AUTOMATICALLY WHEN THE PTD HAS BEEN USED.**

Authority for approval of late drops is assigned to the Administrative Committee of the Graduate Council. The Committee delegates to the Dean authority to approve late drops **ONLY** for the eight reasons listed below. Please check the appropriate reason.

- Illness/poor health (DOCUMENTATION FROM PHYSICIAN REQUIRED).
- Serious personal problems (usually in association with long-term counseling in the Counseling Center - DOCUMENTATION REQUIRED.)
- Serious accident involving student (DOCUMENTATION REQUIRED).
- Death in immediate family (DOCUMENTATION REQUIRED).
- Large and necessary increase in working hours (DOCUMENTATION REQUIRED).
- Other situations deemed to be of equal gravity (DOCUMENTATION REQUIRED).
- Departmental clerical error (DOCUMENTATION REQUIRED).
- Other (PLEASE GIVE EXPLANATION - DOCUMENTATION MAY BE REQUIRED). **Academic difficulty** or **missed deadlines** are not suitable.

Agricultural and Biological Sciences and Chemistry	Wave Armijo	530/754-5886	wmarmijo@ucdavis.edu
Engineering, Physical Sciences and Textiles	Evelyn Dennis	530/752-1473	efdennis@ucdavis.edu
Arts, Humanities, Education, Math & Social Sciences	Cathy Jurado	530/752-9297	cjjurado@ucdavis.edu

(For Office Use Only)

Student Name: _____ PTD# _____ Issued by the Office of Graduate Studies.

Expires after 3 calendar days from: _____

Approved by: Associate Dean of Graduate Studies/Sr.GPL _____ Date _____