

### Permission To Drop (PTD) Petition

#### ONE COURSE PER PETITION ONLY

This form must be completed and delivered to Graduate Studies (250 Mrak Hall). We require a minimum 24 hours for processing. **The PTD number will be e-mailed to you and will expire within three calendar days (72 hours) and will not be re-issued without significant justification.** So be sure to check your e-mail for notification of issuance of the PTD number.

Student Name: \_\_\_\_\_ UC Davis Student ID #: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

CRN # (Required): \_\_\_\_\_ Qtr. Drop Requested: \_\_\_\_\_

Dept. and Course #: \_\_\_\_\_ Course Description/Name: \_\_\_\_\_

#### Contact information where you can be reached within the next 24 hours:

E-mail (Required): \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### GRADUATE PROGRAM ADVISER APPROVAL

Graduate Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Adviser with signature authority)

Print Name: \_\_\_\_\_

It is extremely difficult to drop a course after the deadline at the end of the tenth 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 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.

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### GRADUATE STUDIES SECTION

PTD #: \_\_\_\_\_

Issued by the Office of Graduate Studies and will expire on: \_\_\_\_\_

Approved     Denied

Dean of Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_