

**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 a minimum 24 hours for processing. The PTD number will be emailed to you and WILL EXPIRE WITHIN THREE CALENDER DAYS (72 hours) AND WILL NOT BE RE-ISSUED WITHOUT SIGNIFICANT JUSTIFICATION. Therefore, you must be sure to check your email for notification of issuance of the PTD number.

_____ Print Name	_____ CRN#(Required)	_____ Dept. and Course#
_____ Student I.D.#	_____ Course Description/Name	
_____ Local Address	_____ Graduate Major (Program)	
Contact information where you can be reached within the next 24 hours:	Email: (Required) _____	Telephone: _____
_____ 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	Puriie Conley	530/752-8761	paconley@ucdavis.edu
Engineering, Physical Sciences and Textiles	Cristeta Shope	530/752-9293	crshope@ucdavis.edu
Arts, Humanities, Education, Math & Social Sciences	Alice Rhee	530/752-2772	awrhee@ucdavis.edu

(For Office Use Only)	
PTD# _____	Issued by the Office of Graduate Studies will expires after 3 calendar days from: _____
_____ Approved	_____ Denied
_____ Dean of Graduate Studies	_____ Date