

NC STATE COLLEGE OF ENGINEERING
Office of Academic Affairs — Undergraduate Studies
Procedures to Request Schedule Modifications after the University Deadline

***NO SCHEDULE MODIFICATION REQUESTS WILL BE ACCEPTED DURING THE LAST 2 WEEKS
OF CLASSES NOR DURING FINAL EXAMINATIONS — NO EXCEPTIONS***

At North Carolina State University, a deadline is imposed on student schedule modifications at 6 weeks for fall/spring and 2 weeks for summer semesters. After this deadline, the student is officially enrolled in the course and seeking a letter grade (or “credit only”). As such, dropping (or changing to CR or AU) specific courses after this deadline is considered only for unforeseen and unavoidable extenuating personal situations. In general, these unforeseen and unavoidable extenuating personal situations fall into one of three categories: 1. *Medical*, 2. *Psychological*, or 3. *Dire Personal or Family Hardship*. Reasons that are not valid for dropping (or changing to CR or AU) a course after the deadline include, but are not limited to, the following:

- I am doing poorly in the course. I did not get the first test (or major assignment) back before the official “Last Day to Drop.” The instructor has told me to drop the course.
- I am working too much. I am involved in an Academic Integrity Violation.
- I do not like the way the course is being taught. I am having a personality conflict with the instructor.
- I have discovered the course is not needed for my degree, or for the degree I plan to pursue.
- I am transferring to another university. I want to protect my GPA (for jobs, scholarships, etc.).
- Any other reason that is not medical, psychological or dire personal or family hardship. Again, in all three categories the emphasis is on unforeseen and unavoidable extenuating personal situations.

Usually, if your reason is one of the above (or similar), then your request for a schedule modification will not be granted. However, if you believe that you do have a valid reason and would like to petition for a course drop (or change to CR or AU) after the deadline you should use the steps below. **Note: all documentation must be turned in to the Assistant Dean two weeks before the last day of classes of the semester (no exceptions).**

1. Type a detailed professional memo to the *Assistant Dean, Academic Affairs, College of Engineering*, describing the situation, all events and dates and the effects that this situation has had on your life in general and your academic performance in particular. Also indicate how this situation is being proactively dealt with currently and how you plan to deal with it in the future.
2. If your situation is:
 - a. *Medical*: attach all appropriate documentation to your memo, including items from attending doctors, clinics, hospitals, etc. supporting your petition. If your medical information is of a personal or confidential nature you may choose to schedule an appointment with the University Counseling Center, 2nd floor Student Health Center.
 - b. *Psychological*: you should visit the University Counseling Center, 2nd floor Student Health Center to schedule an appointment for an evaluation of your situation. The counselors will conduct an evaluation and present documentation to you that should be included with your memo and forms to the Assistant Dean.
 - c. *Dire Personal or Family Hardship*: attach all appropriate documentation that supports the situation described in your memo.
3. Fill out SECTION 1 of the form on the back of this sheet. Your departmental advisor or dean’s office staff will fill out the date in SECTION 2(a).
4. Present the form to the instructor of your course. The instructor provides information in SECTION 2.
5. Present the form to your departmental Coordinator of Advising. The Coordinator or Advising will fill out SECTION 3.
6. Bring your memo, forms and documentation to 118 Page Hall. A decision on your request should normally be made in 1 to 3 days. Call 515-2315 to check on the status of your request.

7. If your request is approved you will need to deliver the signed Schedule Revision Form to the office of Registration and Records at 1000 Harris Hall.

NC STATE COLLEGE OF ENGINEERING
Instructor and Advisor Feedback on Schedule Modifications after Deadline

SECTION 1: To be completed by the Student

Semester: _____ Year: _____

Student Name: _____

Student ID: _____ - _____ - _____

Course: _____ Section: _____

Instructor Name: _____

Authorization: *By signing below I give the Instructor of the above course permission to release information to the College of Engineering regarding my academic performance and academic integrity as it relates to my participation in this course.*

Student Signature: _____ Date: _____

SECTION 2: To be completed by the Course Instructor

The above named student is seeking a schedule modification (course drop or change to CR or AU) as it relates to enrollment in your course. If the student has signed the Authorization in SECTION 1 above please complete sections 2a and 2b below (if both apply):

2(a) As of _____ (date of unforeseen and unavoidable extenuating situation):

Attendance in Course: Good _____ Satisfactory _____ Poor _____

Overall Grade in the Course Passing: _____ Not Passing: _____

Letter (or number) grade if available: _____

2(b) As of _____ (today's date, complete only if this date is different than date in **2(a)**):

Attendance in Course: Good _____ Satisfactory _____ Poor _____

Overall Grade in the Course Passing: _____ Not Passing: _____

Letter (or number) grade if available: _____

Are you currently bringing an *Academic Integrity Violation* against this student? Yes _____ No _____

Instructor's Additional Comments (optional).

Printed Name: _____ Signature: _____ Date: _____

SECTION 3: To be completed by the Student's departmental Coordinator of Advising

The above student has requested an exemption from University Policy regarding course drops and changes to CR or AU. Please check after one of the following statements:

I have reviewed this request and the student is aware of the effects of this action on their progress toward degree: _____

I have additional information regarding this request and wish to have the Assistant Dean contact me before a decision is made: _____

Coordinator of Advising's Additional Comments (optional).

Printed Name: _____ Signature: _____ Date: _____
