

Petition To Drop a Course After the Deadline

(The minimum load is 10 hours for full-time students, and 8 hours for part-time students. Minimum loads do not apply during the summer term except for purposes of financial aid, as discussed below.)

Name: _____ T-Number: _____

Email Address: _____@_____._____

Division: Full time Part time Number of Hours Enrolled (before drop): _____

I would prefer to:

- Drop this course completely.
 Drop this course for credit and audit it instead.

Course Name: _____

Reason(s): _____

(Please use other side if necessary)

NOTE REGARDING FINANCIAL AID: By signing below, I acknowledge that I understand the minimum load requirements for financial aid purposes as outlined at <http://www.ualr.edu/admissions/financialaid/>.

Signature: _____ Date: ___/___/20__

Consent of Faculty Member

Signature: _____ Date: ___/___/20__

Consent of Assistant Dean for Student Affairs

Petition Granted

Petition Denied

Reason for Denial: _____

Signature: _____ Date: ___/___/20__

(Please see the following page for instructions for completing this form)

Instructions for Completing this Form

1. Complete all information as requested above, down to the first bold line.
2. Obtain the signature of your instructor.
3. If paying by credit card, complete the payment information below. If paying by some other method, submit the payment with your form.



Visa



MasterCard



Discover

Expiration Date

____/____

Card #: _____ - _____ - _____ - _____ Amount: \$ _____

Signature: _____ Today's Date: ____/____/200__

4. Submit the completed and signed form via:

Hand Delivery To the Registrar's Office, First Floor, Room 104

Mail UALR Bowen School of Law
Attention: Registrar
1201 McMath Ave.
Little Rock, AR 72202

Fax (501) 324-9909

Email Note: You must submit a scan with your signature. Email to law-records@ualr.edu.

5. You will be notified via email (to the address you listed above) whether the petition has been granted or denied. No further action will be required on your part.