



Request for Late Drop

Process

Step 1: Review the Drop/Add Policy for your program to determine if a drop is possible and complete the "Student Information" section of this form

Step 2: Ask your on-site academic contact to complete the "On-site Information" section of the form and fax to the Learning Abroad Center

Step 3: The Learning Abroad Center will work with your department to review your request.

Step 4: The Learning Abroad Center will return this form with a decision. If your request is approved the on-site academic contact will update the course registration/grade report form/transcript with a grade of "W" and attach a copy of this form.

Student Information

Student Name: _____ Student ID: _____

Study Abroad Program: _____ Term Abroad: _____

Course Number and Title of Requested Drop: _____

Name of Professor for Course: _____

Reason for Late Drop Request: (attach additional page if necessary)

I wish to use my One Time Drop

Student Signature	Date
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On-Site Director Information

On-Site Signature	Date
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Comments (attach additional page if necessary):

Learning Abroad Center Information

Learning Abroad Center Director of Advising Signature*	Date
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Comments (attach additional page if necessary):

*Signature only upon consultation with college advisor.

Learning Abroad Center

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