

## **CNR INSTRUCTIONS**

**THE COLLEGE OF NATURAL RESOURCES, UNDERGRADUATE AFFAIRS POLICY STATES:** Drops, adds, changes in grading option, and changes in variable units are not permitted after the session deadlines have passed. In the case of serious, unexpected circumstances that arise during the Summer session (e.g., documented illness or family emergency), CNR will review a submitted online Student Record Change Form.

**TO REQUEST CONSIDERATION BY THE CNR DEAN OF INSTRUCTION & STUDENT AFFAIRS FOR AN EXCEPTION,** while completing the online SRCF, you must:

1. Have the CCN(s) ready if adding a section.
2. If considering a drop, evaluate whether the course(s) in question is a core major requirement you may not be able to otherwise take in a timely manner.
3. Upload a PDF of your personal statement in the online Student Record Change Form to describe the extenuating circumstances.
4. **Upload full documentation** of your situation as part of the SRCF process, when prompted.  
*Petitions submitted without sufficient documentation will be denied.*

After completing the online SRCF, you must (check off as you complete each step):

5. \_\_\_\_ Meet with your major advisor (undeclared college advisor) regarding the course on which you are expecting the college to take action.
6. \_\_\_\_ If you are student athlete, meet with your FAR.
7. In certain situations, your Summer Sessions instructor will get emailed to enter online a statement about your academic performance and attendance before and after the circumstances you describe in your personal statement instead of your having to submit a letter from the instructor. But, your SRCF will not be considered until the instructor has completed this requirement.  
\_\_\_\_ Alert your instructor to promptly respond to that email if the SRCF messages indicate this will be needed.

You will be notified of the College's decision by email from Summer Session.

## **STUDENT CONDUCT VIOLATIONS**

*YOU WILL NOT BE ALLOWED TO LATE OR RETROACTIVELY DROP A COURSE IN WHICH YOU HAVE BEEN FOUND GUILTY OF A STUDENT CONDUCTION VIOLATION. IF THE DEAN GRANTS A LATE OR RETROACTIVE DROP AND YOU ARE LATER FOUND GUILTY OF A VIOLATION, THE COURSE WILL BE REINSTATED TO YOUR RECORD.*

## **LIMITATIONS**

1. Students may not repeat a course on a P/NP basis for which they previously received a letter grade.
2. Courses that are offered exclusively for a letter grade or P/NP may not be changed.