

Summer Sessions Student Record Change Form

Directions for Undergraduates in the College of Engineering

For Late Adds, Drops, and Changes of Grading Option after a session deadline, but before the end of the Summer session in which the course is offered, you need only to complete the online Student Record Change Form.

College of Engineering policy does not permit undergraduates to add, drop, or change grading option in a course after the Summer session in which the class was offered ends except in the case of unexpected circumstances that arose which were significantly above and beyond what a student would normally struggle with, or upon documentation that a student never attended or participated in a course. For the Dean to consider a request for a change of class schedule after the summer session in which the course was offered has ended you must:

1) Upload via the online SRCF a PDF of a personal statement that explains the nature of your request and the reasons it merits an exception to College policy. The statement should be no longer than 4500 characters including spaces. The statement should include a concise, chronological explanation of the extenuating circumstances, an account of how these circumstances affected your academic work in the course (include relevant dates and facts) and an explanation of why you were unable to request this change of class schedule before the Summer session ended. You are strongly advised to discuss the situation with your ESS Adviser before submitting a personal statement.

2) Document your extenuating circumstances. Examples of appropriate documentation include:

*If you are attempting to withdraw, drop a course or change your grading option due to extenuating circumstances, you need to provide documentation of the circumstances. For example, if you had medical issues, you should provide a University Health Services verification of illness form. If you have questions about what would be appropriate documentation, please contact your ESS adviser. You must upload the documentation as PDFs as part of your SRCF process.

*If you are attempting to drop a course that you never attended, you will not need to provide any documentation; the professor will get prompted to verify online as part of the SRCF processing that you did not attend or complete any work for the course.

*If you are attempting to late add a course you will not need to provide any documentation—just a personal statement; the professor will get prompted to verify online as part of the SRCF processing that you completed the course and to enter your grade.