

IN-SEMESTER DEADLINE WAIVERS

How the policy works:

- The Request for a waiver of the academic deadline applies to a drop, a withdrawal, or the declaration of pass/fail for **individual** courses for the current semester. (Students who wish to withdraw from the entire semester, please see the “Voluntary Withdrawal Process” instructions.)
- The last day to submit this request is the last day of classes (not finals) for the current semester.
- If a course withdrawal is granted, a W will appear on the transcript and all charges will still apply.
- If a course drop is granted, the class will disappear from the transcript and charges will not apply for that course. (This may or may not change the total semester bill, depending on the number and type of credits for which the student was initially enrolled.)
- If a pass/fail is granted, a “P” will appear on the transcript if the student passes the class; an “F” will appear on the transcript if the class is not passed.

Note: Students who received financial aid for the semester must first ask the Financial Aid Office if they are eligible for waivers of the withdrawal or drop deadlines.

Who may be eligible:

- Students who attended a class past the add-drop deadline are **not** eligible for a waiver of the drop deadline, but **may** be eligible for a waiver of the withdrawal deadline.
- Students may be eligible for a waiver of the pass-fail deadline as long as the course in question is not required to be taken for a grade by the student’s major.
- In-semester waivers are only granted for extreme, extenuating, documented circumstances which are not academic. Documentation for said emergencies must show that they interfered or prevented the student from adhering to the set deadlines for course activity in a given semester.
- Typically, emergencies to be considered are medical, personal or financial. They cannot be related to concerns about course material and content, instructor, grade, etc. These are academic issues and should be addressed in the department directly.
- The above criteria are necessary, but not sufficient to guarantee approval of the request. Each appeal receives individual consideration. The Office of Undergraduate Studies reserves the right to approve, deny, or void requests at any time.

For further information or for a petition form, please visit the Undergraduate Studies Office, Campus Center, 1st floor, Suite 1300, call 617-287-6330, or email UndergraduateStudies@umb.edu.