

TEXAS WOMAN'S UNIVERSITY – DROP / ADD FORM

***Required fields**

***STUDENT ID:** _____ ***NAME (PRINT):** _____
LAST FIRST MI

***UNDERGRADUATES:** State date entered Texas public higher education: ____/____/____ (drop limit only applies to Fall 2007 or later)

***ARE YOU A STUDENT RECEIVING VETERAN BENEFITS?** YES NO ***ARE YOU A STUDENT ATHLETE?** YES NO
***ARE YOU AN F-1 OR J-1 VISA HOLDER?** YES NO ***WITHDRAWAL FROM ALL CLASSES?** YES NO

NOTE: AFTER TAKING A COURSE TWICE, THE STUDENT IS CHARGED NON-RESIDENT TUITION FOR ALL SUBSEQUENT ENROLLMENTS IN THAT COURSE.

***SEMESTER (Term must be circled):** FA 1 2 3 SP 1 2 3 SU 1 2 3 ***YEAR:** 20 _____

DROP

GRADE MUST BE SELECTED AFTER NO PENALTY PERIOD.

DEPT	COURSE	SEC	DESCRIPTION	INSTRUCTOR SIGNATURE	DATE	W	WF	Requesting Excused Drop? Y/N
D R O P								

ADD

DEPT	COURSE	SEC	DESCRIPTION	INSTRUCTOR SIGNATURE	DEPT SIGNATURE (FULL CLASSES ONLY)	DATE
A D D						

INSTRUCTIONS: Review the online Academic Calendar for deadlines to Drop and Add courses. <http://www.twu.edu/academics/>. The date that this form is delivered to the Registrar's Office by the student determines whether it can be processed and whether a refund for dropping is applicable. **FINANCIAL AID RECIPIENTS:** Be certain you understand what effect dropping any course will have on your current and future eligibility or your deferment status. Disclosure of your social security number may be required in order to correctly access your records at Texas Woman's University. Any further disclosure of your social security number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

By my signature below, I accept responsibility for the accuracy of all information on this form.

Student signature: _____ **Date:** _____

**UG DROP Note: List lab and lecture separately; however, when they are co-requisites, they will count as only one drop. Any "W" for which there is no documented and approved excuse counts toward the limit of 6 drops for designated students that started at any Texas college Fall 2007 or later. Grades of "WF" are not counted toward the limit.

***IF you are dropping all of your courses for any given term, you must contact Student Life regarding a withdrawal from the term.

UNDERGRADUATES:

For Requests for Excused Drops: Circle 1 option below and attach written documentation.

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
2. The student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
4. The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
5. The change of the student's work schedule that is beyond the control for the student, and that affects the student's ability to satisfactorily complete the course; or
6. Other good cause as determined by TWU.

Advisor's signature: _____ **Date:** _____

The advisor's signature indicates that the student has been informed of the restriction against dropping more than 6 classes without excusable reasons during the undergraduate education in Texas public higher education.

Request for excused drop is: Approved Not approved
 By Associate Vice President for Student Life or Associate Vice President for Undergraduate studies .

Reviewer's Signature: _____ **Date:** _____

For explanation of terms and consequences of dropping courses, see www.twu.edu/registrar/dropterm.pdf