

Date student entered Texas public higher education _____
(drop limit only applies to Fall 2007 or later)

DOC TYPE: DA
DESCRIPTION: _____

TWU Undergraduate Course Drop Form

Submit to Registrar's Office for drops after census date only – not for withdrawal from university.

Student ID _____ Name (Print) _____
Last name First Name Middle Initial

Year: _____ Semester: Fall Spring Maymester SSI SSII SSIII

Are you: A student athlete ; An F-1 or J-1 Visa Holder ; Receiving Veteran Benefits

DEPT.	COURSE	SEC.	COURSE TITLE	INSTRUCTOR SIGNATURE	DATE	W	WF	Request Excused Drop? Yes/No

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. Grades of "WF" are not counted toward the limit.

Student's signature _____ Date: _____

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 (as defined on the back of this form);
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 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 (as defined on the back of this form) 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 of 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 back of this form.

Terms related to dropping courses

Drop course deadlines:

Courses cannot be dropped any later than the Thursday of the fifth week before the last day of class for either Fall or Spring or Thursday of the week before the last day of class for any summer session. 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. Drop deadlines are published in the Academic Calendar each semester in the *Schedule of Classes* and online.

Legal requirement for drop limit:

Under section 51.907 of the Texas Education Code, "an institution of [Texas public] higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."

* A "member of the student's family" is defined to be the student's father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, or step-sibling;

**A "person who is otherwise considered to have a sufficiently close relationship to the student" is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the university, on a case-by-case basis.

Appeals: If a student wishes to appeal the decision, the appeal will be directed to the Vice President for Student Life or the Provost according to the office in which the decision was made. Appeals must be made within 10 days after the decision is made and communicated to the student. The decisions of these administrators are final.

Consequences of exceeding the 6-drop limit: After a student drops a total of 6 courses without approved exception as an undergraduate in a Texas public institution of higher education, any additional requests to withdraw/drop a course will be denied and students will remain enrolled in the class to the end of the course. Reminder: Drops that result when students who withdraw from all classes for the semester after the census date are not counted toward the 6 drop limit.

Student records:

State law and university policy, with limited exceptions, allow you to be informed about information the university collects about you, to review and obtain the information on this form and to correct any information you believe is incorrect.

Non-academic consequences: Financial Aid Recipients: Be certain you understand what effect dropping any course will have on your current and future eligibility or your deferment status.

Refunds for drops: Refunds will not be made for any class dropped after the twelfth class day during the fall and spring semesters or after the fourth class day during each summer term.

Refunds for withdrawal from the university: Withdrawal from the university means officially dropping all classes through forms filed with the Office of Student Life. Refunds are pro-rated based on the day on which the student withdraws in relation to the academic calendar. For details, see the Financial Information section of the *General Catalog* and the *Schedule of Classes*.