

## Undergraduate Excused Drop Appeal

ONLY FOR USE AFTER CENSUS FOR THE SESSION OR TERM

\*STUDENT ID: \_\_\_\_\_ \*NAME (PRINT): \_\_\_\_\_  
(7-digit student ID#) LAST FIRST MI

\*TERM: \_\_\_\_\_ \*Date student began attending a TX public college / university: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(2021SU, 2021FA, etc.) (Drop limit only applies to undergraduate students who began Fall 2007 or later)

### UNIVERSITY POLICY:

Undergraduates may drop a course without penalty **before** the census date of each regular semester. However, **after the census date**, anyone enrolling for the first time in fall 2007 or later (at TWU or any Texas public higher education institution), is allowed only 6 unexcused drops during their undergraduate academic careers. Drops after the census day will count toward the 6-drop limit unless they are supported by timely, appropriate documentation and excused by the university review process.

**INSTRUCTIONS:** Review the online Academic Calendar for deadlines to drop and add courses. <http://www.twu.edu/academics/>. **FINANCIAL AID RECIPIENTS:** Check with Financial Aid on what effect dropping a course will have on your eligibility or deferment status. A drop fee will be charged for any changes made once the term begins. \*Course drops must be initiated with the [Drop/Add form](#). If you are seeking an excused drop, you must submit this form and supporting documentation within 7 days of the original drop submission.

Course(s) dropped in request submitted to the Registrar's Office on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Course Prefix <i>EX: CSCI</i>	Course number <i>1203</i>	Section number <i>02</i>	Course Description <i>Computer skills Digital World</i>

By my signature below, I accept responsibility for the accuracy of information on this form and additional tuition and fees that may result.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**WHEN DIGITALLY SIGNED, THIS FORM MUST BE SUBMITTED FROM YOUR TWU E-MAIL ACCOUNT. IF AN APPROVAL OF ANY KIND IS DIGITALLY SIGNED, THE APPROVER MUST SUBMIT THE FORM FROM THEIR TWU FACULTY OR STAFF E-MAIL ACCOUNT.**

### Reason for Excused Request

Please select the most accurate description as it affects your ability to satisfactorily complete the course. **In order to be considered, supporting documentation must be submitted along with this form. Failure to submit documentation will result in automatic denial.**

#### Student Life Review

- ☐ A severe illness or other debilitating condition.
- ☐ Responsibility for the care of a sick, injured or needy person.
- ☐ The death of a person who is a family member or who is otherwise considered to have a sufficiently close relationship.
- ☐ Call to active duty service.

#### Curriculum & Strategic Initiatives Review

- ☐ Change of work schedule that is beyond the control for the student.
- ☐ Other good cause as determined by TWU.

#### STUDENT LIFE OR UNDERGRADUATE STUDIES USE ONLY

Request:      Approved      Not approved

Reviewed By:      Vice President for Student Life      Associate Vice President for Undergraduate Studies.

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For explanation of terms and consequences of dropping courses, see <http://www.twu.edu/registrar/dropping-withdrawing.asp>