

TEXAS WOMAN'S UNIVERSITY – DROP / ADD FORM

Doc Type: DA
Description: _____

*Required fields

*STUDENT ID: _____ *NAME (PRINT): _____

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|--|--------|-------------------------------|--------|----|
| | LAST | | FIRST | MI |
| *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 _____

*UNDERGRADUATES: Date student began attending a TX public college / university: ____/____/____ (Drop limit only applies to Fall 2007 or later)

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 | | | | | | | | |
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ADD

| DEPT | COURSE | SEC | DESCRIPTION | INSTRUCTOR SIGNATURE | APPROVED OVERRIDE (Dept Initials required) Pre-Req Cap Override | DATE |
|-------|--------|-----|-------------|----------------------|--|------|
| A D D | | | | | | |
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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.

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

Student signature: _____ **Date:** _____

For undergraduate students who initially enrolled Fall 2007 or later:

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

The advisor's signature indicates that the student who began college classes in Texas in 2007 Fall or later has been informed of the restriction against dropping more than 6 classes without excusable reasons during the undergraduate education in Texas public higher education.

**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, and will be reflected on the transcript as "W&". 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: Only for requests to have the drop(s) excused from six drop count.

Circle one option below, attach written documentation, and submit to the Office of the Registrar.

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 of the student, and that affects the student's ability to satisfactorily complete the course; or
6. Other good cause as determined by TWU.

STUDENT LIFE OR UNDERGRADUATE STUDIES USE ONLY

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

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