# FALL 2021 COLLEGE OF BUSINESS GRADUATE STUDENT CLASS ADD/DROP PERMIT

Graduate Business Services (GBS), UT Arlington, Box 19376, Arlington, TX 76019-0376
Phone: 817.272.3004      Fax: 817.272.5799      Email: gradbiz@uta.edu
<mark>MUST BE SENT TO Gradbiz@uta.edu by 4:00pm on Last Day to Drop – NO DROPS will be processed after Last Day to Drop.</mark>

**Student Name**_____ **UT Arlington ID#**_____
                                                                                   **(1000XXXXXX)**

**Program** _____ **Phone Number**_____ **E-mail Address** _____

| | DROP | | | | | ADD | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Course Abrev | Course Number | Course Section | 5-digit code | Instructor Signature | Course Abrev | Course Number | Course Section | 5-digit code | Instructor Signature |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |

**Please initial the appropriate one(s):**

☐ **DROP:** Drop one or more courses, but continue enrollment in at least one course.
☐ **WITHDRAWAL (RESIGNATION):** Drop all courses you are currently enrolled in this semester.
☐ **I understand the consequences and accept the responsibility for adding/dropping a class.**
☐ **Is this Drop/Withdrawal Request related to the COVID-19 Pandemic?**
        ☐ **Yes (Advisor will place NDA service indicator)  ☐ No**
☐ **Reason for Drop**_____

Graduate students who wish to change a schedule by either dropping or adding a course should first consult with their Graduate Advisor. The following regulations pertain to add and drop classes.

1. A student may not add a course after the end of late registration.
2. A grade of W may be assigned if a student chooses to withdraw from a class after Census date but prior to the last date to drop posted in the University's Academic Calendar. However, the grade of W is not automatically awarded. Graduate students must consult with their graduate advisor about their reasons for withdrawal before withdrawing from a class. Further, the student must secure the permission of the class instructor to withdraw and the instructor shall determine whether the student will be granted a W or will receive the grade which they have earned or are projected to earn in the course. The grade decision is based on the instructor's judgement.  The instructor will inform the student of the grade decision before finalizing the request. Students who have withdrawn from a course must re-enroll in it to receive credit.
3. I understand that, if I am classified as an international student, I must carry a minimum course load as specified by the Office of International Education (www.uta.edu/oie/).
4. By submitting this request for enrollment in course(s), you acknowledge full financial responsibility resulting in this enrollment.
5. The student is responsible for ensuring the add/drop slip is given to GBS to meet the appropriate deadline.

**Student Signature**_____ **Date** _____

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System BPM # 32. The law is found in section 552.021, 552.023 and 559.004 of the Texas Government Code.

| FOR GBS OFFICE USE ONLY | DATE RECEIVED | PROCESSED BY/DATE |
|---|---|---|
| | | |

| FALL 2021 Academic Calendar | TO ADD: | TO DROP: |
|---|---|---|
| Important dates including semester start and end dates, registration periods, drop deadlines, holidays, and final exam schedules can be found on the university academic calendar.<br><br>It is the students' responsibility to determine the proper drop date for their course according to the session in which the course takes place.<br><br>Important dates for each available session can be found below:<br><br>Regular Session<br><br>1st Five Week Session<br><br>1st Eight Week Session<br><br>2nd Five Week Session<br><br>2nd Eight Week Session<br><br>3rd Five Week Session | From the first class day through late registration, students can add classes themselves via MyMav.<br><br>After late registration through census date, GBS can register students with an ADD/DROP slip signed by the instructor.<br><br>No ADD's processed after 4:00PM on Census Date. | From the first day of through late registration, students can drop themselves via MyMav.  If this is your last class, you must drop by completing ADD/DROP slip.<br><br>Post-late registration to census date, students can drop by completing the ADD/DROP slip.<br><br>Post-census date through the final drop date, the ADD/DROP slip must be signed by the instructor.<br><br>After the final drop date, students must petition to withdraw and must withdraw from all courses. |