Student Instructions for Dropping a Course

Last Day to Drop for Spring 2022 (Regular Session) is April 1st. All requests must be submitted to the advisor before 4:00 pm. 
*Refer to the Academic Calendar listed below for drop dates within other sessions (i.e. Spring 1st Eight Weeks 2022)

Steps for the Student

1. Complete the top portion of the form with the semester, name, ID, etc.
2. Indicate whether your dropping the course(s) is related to COVID-19.
3. Check the appropriate boxes and complete all information for the course(s) you wish to drop.
   *We do not require Instructor’s Signature for courses dropped before the drop deadline.
4. Review the following sections: Student Responsibilities, Academic Considerations, and Other Notes. You are responsible for reviewing and reaching out to the appropriate departments with questions as needed.
5. Sign and date the form.
6. Save the form. If you don’t already have an “Advising” folder in your UTA email account, we recommend that you create one to store all documents related to advising for future reference.
7. Click here to submit the drop form before 4pm on April 1st. In order to ensure effective processing, we ask that you submit your drop form to the link above and not to the advisor’s email or ugadvise@uta.edu. Note: Courses dropped before 5:00 pm on Census Date (February 2nd) will not be assigned a grade or a "W".
   - If you are unable to complete the fillable form or electronic signature, you may print the form, complete and sign before uploading the form.
   - If you submit a request to drop a course(s) and we process the drop as requested, you cannot cancel the request.
   - The last day to submit a drop form is 4:00 pm on April 1st. Drop forms submitted after the University deadline will not be processed.

What the Advisor Will do

1. Your submission will be forwarded to the appropriate person.
2. Your drop(s) will be completed in the order received.
3. You will receive a confirmation from the advisor that the course(s) have been dropped. It will be your responsibility to confirm the drop on your MyMav account.
4. If you have already reached a maximum of six drops, the advisor will be unable to drop the course(s) and will notify you.

Academic Calendar:  https://www.uta.edu/academics/academic-calendar
Six Course Drop Limit: https://www.uta.edu/records/courses/policies/drop-limit.php
Petition for Exemption to Six Drop Limit Policy: https://common.forms.uta.edu/view.php?id=1578

Thank you for your request. We wish you much success in the remaining weeks of the semester.

COB Undergraduate Advising Team