



Graduate Advising Course Drop Form

In order to drop classes after late registration, students must do so in consultation with their graduate advisor.

Using this form, students may submit their drop request directly to their graduate advisor via fax or hand delivery. The form can be completed electronically.

Instructions:

- Complete the form.
 - Enter all required information in the spaces provided below.
 - Type your name in the signature line. By doing so, you are adding your electronic signature to this document.
- Print the completed form.
- Send it to your graduate advisor ASAP.
 - Fax: 817.272.7624
 - Office Location: 501 Carlisle Hall

Graduate Course Drop Request*

*For students who are requesting to drop one or more classes, but will remain enrolled in at least one course

Please consider the following before requesting to drop coursework:

The Student's Responsibility to the University

- Any remaining fees (library, lab, etc...) for the course or tuition owed depending on the withdrawal date. Student should go the Student Financial Services or www.uta.edu/fees for more information.
- As of spring 2007, students dropping courses after late registration are assessed a one-time \$25 fee. This fee is assessed when the drop is applied.

Financial Aid/Scholarships

- If the student receives financial aid and/or a scholarship, dropping courses could affect the current amount of aid that they receive as well as future eligibility for additional aid. Contact the Office of Financial Aid and Scholarships at 272-3561 or www.uta.edu/fao.

Academic Issues

- Dropping a course will ultimately delay a timely graduation.
- After Census Date, a student will earn a grade of W or F when withdrawing. This could affect overall GPA and, if several "F"s are earned, could result in dismissal from the University.

Other

- Return of books and possible refunds
- International students must carry a minimum course load
- Does dropping courses affect dependent status for the IRS and/or medical insurance?

I have reviewed and understand the Drop Checklist and therefore, accept complete responsibility for knowing all of the policies and procedures pertaining to my decision to drop a course. I have consulted with the Financial Aid Office in regards to how this decision to drop a course will affect my financial aid standing. I also take full responsibility for any and all further obligations to the University of Texas at Arlington.

Name (printed): _____ Date: _____

MyMav ID number: _____ Semester: _____

Course ID(s) and Section(s) seeking to drop: _____

Reason for drop request: _____

Name (signed): _____ Email: _____

**Once complete please fax this form to your graduate advisor at 817-272-7624. You will receive an email confirmation once the drop request has been processed.*