

# Undergraduate Course Drop or Withdrawal Request

THE UNIVERSITY OF TEXAS AT ARLINGTON

*The student should complete this form in consultation with his/her academic advisor.*

**Student Name:** \_\_\_\_\_ **Student ID:** \_ \_ \_ \_ \_

**Student Degree Program:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**I am requesting to:** *(Please check the box(es) which apply to your situation.)*

- Drop one or more classes but remain enrolled in at least one course (after late registration ends and before the last drop date)
- Withdraw from all my classes before the end of the late registration period
- Withdraw from all my classes after the end of late registration and before the last drop date

**The Student's Responsibility to the University**

*(Please review the responsibilities and check to indicate your understanding of each.)*

- I am responsible for any remaining fees (library, lab, etc.) for the course(s) or tuition owed, based on the Texas Education Code refund schedule.
  - o Contact Student Financial Services at [www.uta.edu/fees](http://www.uta.edu/fees) or 817/272-2172.
- I am responsible to know if the academic program(s) in which I am majoring limit the number of attempts I can make toward a class.
  - o Review the UTA Catalog at <http://www.uta.edu/catalog/>
- I understand that dropping courses could affect the current amount of financial aid that I receive as well as future eligibility. In some cases, dropping a course could result in my being required to pay back financial aid already received.
  - o Contact the Office of Financial Aid and Scholarships at [www.uta.edu/fao](http://www.uta.edu/fao) or 817/272-3561.
- I understand I should contact University Parking at 817/272-3907 regarding parking permit refunds.
- I understand that, if I am a residential student and/or have a meal plan, I may not be eligible for a refund of housing or dining costs.
  - o Contact Housing at [www.uta.edu/housing](http://www.uta.edu/housing) or 817/272-2791.

**Academic Issues** *(Please review the responsibilities and check to indicate your understanding of each.)*

- I understand that dropping or withdrawing may delay my admission into a major and may ultimately delay my timely graduation.
- I understand that I will earn a grade of W or Q when dropping or withdrawing after Census Date.
- I understand that a grade of W or Q counts as a course attempt toward excessive hours counts.
  - o Review excessive hours policies at [http://www3.uta.edu/registrar/floating\\_45.asp](http://www3.uta.edu/registrar/floating_45.asp)
- I understand that, if I entered a Texas public college or university for the first time in Fall 2007 or thereafter, I may drop only six courses during my undergraduate career.
  - o Review drop limit policies at <http://www3.uta.edu/registrar/dropPolicy.asp>
  - o Q grades do not count toward the six-course-drop-limit.
- 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 (<http://www.uta.edu/oie/>)

**Other Notes** *(Please review the responsibilities and check to indicate your understanding of each.)*

- Return books for possible refund (<http://www.bkstr.com/Home/10001-10645-1?demoKey=d>)
- Determine impact of dropping or withdrawing on your dependent status for the IRS and/or medical insurance

Course Prefix (eg. MATH in MATH 1302-001)	Course Number (eg. 1302 in MATH 1302-001)	Section Number (eg. 001 in MATH 1302-001)	Instructor Approval <b>SIGNATURE REQUIRED</b>

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.