



# Undergraduate Course Drop or Withdrawal Request

## THE UNIVERSITY OF TEXAS AT ARLINGTON

Semester/Term: \_\_\_\_\_ Year: 2 0 2 \_\_\_\_\_ Drop Deadline: [www.uta.edu/acadcal](http://www.uta.edu/acadcal)

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

Major: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### COVID 19 Pandemic

Is this Drop/Withdrawal Request related to the COVID-19 Pandemic?

- Yes (advisor will place NDA service indicator)  
 No

### Requested Drop/Withdrawal

Please check the appropriate box for your request:

- Drop one or more classes but remain enrolled in at least one course (after Late Registration ends and before the Drop Deadline) - specify classes:

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's Signature IF REQUIRED BY YOUR ADVISING OFFICE

- 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 Drop Deadline

### Student Responsibilities

- Please check this box to acknowledge that you have reviewed the below responsibilities:
- 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.
    - Student Accounts: [www.uta.edu/fees](http://www.uta.edu/fees), Davis Hall 130, 817-272-2172, [StudentAccounts@uta.edu](mailto:StudentAccounts@uta.edu)
  - I understand that dropping courses could affect the current amount of financial aid that I receive as well as future eligibility for financial aid and scholarships. In some cases, dropping a course could result in my being required to pay back financial aid already received.
    - Financial Aid and Scholarships: <http://www.uta.edu/fao/>, Davis Hall 252, 817-272-3561, [fao@uta.edu](mailto:fao@uta.edu)
  - I understand that if I am using Veteran Education Benefits, then dropping courses will likely result in a debt to UTA and/or the VA. I may be responsible for repayment of tuition & fees, housing, and/or book stipends.
    - Military and Veteran Services: [uta.edu/student-affairs/veterans](http://uta.edu/student-affairs/veterans), 406 Summit Ave, 817-272-3017, [va@uta.edu](mailto:va@uta.edu)
  - I understand that dropping a course may impact my Guaranteed Tuition Plan (if you have opted into this plan).
    - Guaranteed Tuition Information: <https://www.uta.edu/admissions/afford/guaranteed-tuition>
  - I understand that, if I am classified as an international student, I must be enrolled in a minimum course load as specified by the Office of International Education.
    - Office of International Education: <https://www.uta.edu/oie/>, 817-272-2355, Swift Center, [international@uta.edu](mailto:international@uta.edu)
  - I understand that, if I currently live in on-campus housing and/or have a meal plan, I may be required to immediately vacate my room or apartment if I am dropping all of my classes. If I am not in compliance with the minimum enrollment requirements of my contract or lease, then I will need to contact University Housing to request an exception. I understand that I may not be eligible for a refund of any housing and/or meal plan costs.
    - University Housing: [www.uta.edu/housing](http://www.uta.edu/housing), 817-272-2791, University Center Main Level, [housing@uta.edu](mailto:housing@uta.edu)

### Academic Considerations

- Please check this box to acknowledge that you have reviewed the below academic considerations:
- I understand that dropping or withdrawing may delay my admission into a major and may ultimately delay my timely graduation.
  - I understand that I am responsible for knowing if the academic program(s) in which I am majoring limit the number of attempts I can make for a class.
    - University Catalog: <https://catalog.uta.edu/>
  - 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 towards excessive hours.
    - Excessive Hours Information: <http://www.uta.edu/records/courses/policies/excessive-hours.php>
  - 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 6 courses during my undergraduate career. Q grades do not count towards this limit.
    - Six Course Drop Limit Information: <http://www.uta.edu/records/courses/policies/drop-limit.php>

### Other Notes

- Parking Permit refunds: Parking and Transportation Services, <https://www.uta.edu/pats/>, 817-272-3907, Office and Classroom Building, [parking@uta.edu](mailto:parking@uta.edu)
- Determine impact of dropping or withdrawing on your dependent status for the IRS and/or medical insurance.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_