



**Course Drop Form
(AFTER CENSUS DAY AND PRIOR TO COURSE DROP DEADLINE)**

Registration & Records Office

DO NOT USE THIS FORM IF YOU ARE WITHDRAWING FROM THE SEMESTER!

You will be assessed a course drop fee of \$5.00 for each course dropped.

Student Information

UTEP ID

Name _____
Last
First
M.I.

8							
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Term: Fall Spring Summer Year _____ Level UG GR DR
 POT _____ Major _____ College _____
 Student's Signature _____ Date _____

CRN (ex. 12345)	Subject (ex. HIST)	Course # (ex. 1302)	If you are asking to drop a course that is linked to a lecture or lab or is a "co-requisite" to another, you must get authorization from the Department Chair:
			<input checked="" type="checkbox"/> _____ <small>A grade of W will be recorded for the course on this form IF the drop is done on or before the Course Drop deadline. After this date, we recommend that you talk with your instructor regarding your reason for dropping. The instructor will contact the Registration & Records Office with your final grade.</small>

Reason for dropping: _____

First Time First-year Students (admitted Fall 2007 and thereafter) – read the information on the reverse.
 Before dropping a course, you must consult with your academic advisor. If you don't have an advisor, see the department chair of your major. Select your reason for dropping the course and provide a brief explanation below:

- | | |
|--|--|
| <input type="checkbox"/> Medical (E1) | <input type="checkbox"/> Work Schedule (E5) |
| <input type="checkbox"/> Family Medical (E2) | <input type="checkbox"/> Other good cause as determined by UTEP (E6)
(Consult with your advisor.) |
| <input type="checkbox"/> Death of Family Member (E3) | <input type="checkbox"/> Other reason (E7) |
| <input type="checkbox"/> Military Leave (E4) | |

Explanation: _____

Academic Advisor (If you don't have an academic advisor, see the Department Chair of your major)
 TO CHECK SIX-COURSE DROP STATUS ON UNDERGRADUATES GO TO GOLDMINE OR SZASDLM IN BANNER

- | | |
|---|---|
| <input type="checkbox"/> Approved – exempt from the 6-drop policy | <input type="checkbox"/> Not approved – course will count (WC)
<i>If not approved, you may appeal to your academic dean.</i> |
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Academic Advisor's Name (printed) _____

Signature _____ Date _____

Academic Dean (for appeal purposes only)
 Approved – exempt from the 6-drop policy Not approved – course will count (WC)

Academic Dean's Signature _____ Date _____

Return Completed form to the Registration and Records Office by the part-of-term's Course Drop Deadline.

R&R (REV. 6/12) UTEPUC (all) UTEPGC (all)	Office of International Programs _____ Date _____	Miner Athlete Academic Center _____ Date _____	Registration and Records _____ Date _____
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Original—Registration & Records

Copy—Student

COURSE DROP FORM

Under § 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another State institution of higher education.” This statute applies to undergraduate students who enroll in a public institution of higher education as first-time first-year student (or a student transferring from any state other than Texas) in fall 2007 or later.

First-time first-year students will not be permitted to drop a course after census day without consultation and approval from their advisors. Athletes must first receive permission from the Miner Athletic Advising Center before dropping a course. International students with F or J visas must first receive permission from the Office of International Programs before dropping a course.

Drops include those initiated by students or faculty. This statute does not apply to courses dropped prior to census day or to complete withdrawal from all courses for the semester. Drops after census day are signified on the UTEP transcript with a ‘W’ grade.

The statute allows exemptions to drop a course without having it counted toward the six course limit. These exemptions are:

1. Medical – a severe illness or other debilitating condition is affecting the student’s ability to satisfactorily complete the course;
2. Family Medical – the student is responsible for the care of a sick, injured or needy person and the provision of that care affects the student’s ability to satisfactorily complete the course;
3. Death of Family Member (*) – the death of a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause;
4. Military Leave – the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s active military service is considered to be a showing of good cause;
5. Work Schedule – the change of the student’s work schedule that is beyond the control of the student, and that affects the student’s ability to satisfactorily complete the course; or
6. Other good cause as determined by UTEP. Consult with your advisor.
7. Other reason as described by the student.

Courses dropped under an exemption must be approved by the academic advisor.

* Family member includes spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling.

Collection of Personal Information Notice (House Bill 1922)

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Faculty and Advisors

A six-drop count is available through GoldMine “Faculty and Advisor Self Services”.

Click on: Faculty Services> Student Information — Advisor Menu> Student Six Drop Count

A six-drop count is also available in Banner on the SZASDLM screen.