



REQUEST TO DROP CLASS

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.

ALL STUDENTS - This form can not be used for withdrawal from the university. **If you are dropping your last or only class, you must officially withdraw from the university.** Contact Enrollment Services in Lawrence Hall.

UNDERGRADUATES - This form must be used when dropping one or more classes after the 12th class day of Fall/Spring or the 4th class day of a summer/mini session. You must specify a reason for the drop.

POST BACCALAUREATE/GRADUATES - This form may be used to drop one or more classes during a term or session, provided it is not your last or only class.

PLEASE PRINT OR TYPE

DATE _____

SID _____

NAME: _____
Last First Middle

Did you begin classes at SRSU before Fall 2007? (Circle One) YES NO

Ref Number	Subject	Number	Section	Instructor

You must specify a reason for the drop if you are classified as an undergraduate.

REASON: _____

SIGNATURE OF STUDENT _____

Drops are not official until received and processed by the Center for Enrollment Services

Instructions For Dropping One or More Classes, But Not All Classes UNDERGRADUATES ONLY

Students Who Were Enrolled in an Undergraduate Program Before Fall 2007

The grade of **W** is given for courses dropped after the 12th/4th class days through the last day to drop a course with a **W** as published in the University's calendar. Students who wait until the published deadline must have complied with the class attendance policy of this catalog. An instructor is not obligated to recommend a **W** for a class if excessive absences have occurred. Students will not be permitted to drop a course or withdraw from the University after the published deadline.

New Students Who Enroll in an Undergraduate Program at SRSU Beginning Fall 2007 and Thereafter

Students who enroll at Sul Ross State University for the first time are not allowed to drop a total of more than six courses as long as they are enrolled in an undergraduate program. This includes courses transferred from another public institution of higher education in Texas begun in Fall 2007 or after. College credit taken while enrolled in high school and below college credit courses do not count toward the total of six courses.

Any student who drops a course after the official reporting date of the term will receive a grade of **WX**. A student who drops a course and who has reached a total of six **WX** grades will receive a grade of **F** in all future drops.

Any course taught on a shortened format or between regularly scheduled terms will have add/drop, **WX**-grade and withdrawal dates proportionally the same as if the course were offered in a regular term. These dates will be determined by the Office of the Registrar.

Unusual circumstances may be considered if the student can show good cause for dropping more than the allowed limit of six courses, including but not limited:

- a) a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
- b) the student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
- c) the death of a person who is considered to be a member of the student's family 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;
- d) 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;
- e) 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;
- f) the loss of transportation causing the student a hardship with the commute to the campus;
- g) the loss of child care that necessitates student to remain at home with dependent children; or
- h) the lack of financial resources to meet requirements of course (supplies, travel, etc.).

If an appeal for unusual circumstance is approved, the student will receive a grade of **W** for the course. The decision of the Registrar shall be final. Courses in which a grade of **W** is approved will not be counted in the six total limit.

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