

Drop/Add

*STUDENT ID: _____ *NAME (PRINT): _____

*ARE YOU A STUDENT RECEIVING VETERAN BENEFITS? Yes No *ARE YOU A STUDENT ATHLETE? Yes No
 *ARE YOU AN F-1 OR J-1 VISA HOLDER? Yes No *WITHDRAWAL FROM ALL CLASSES? Yes No

NOTE: AFTER TAKING A COURSE TWICE, THE STUDENT IS CHARGED NON-RESIDENT TUITION FOR ALL SUBSEQUENT ENROLLMENTS IN THAT COURSE.

*SEMESTER (Term must be selected): SP SU FA *YEAR: _____

One semester per form. For additional semesters, use additional forms.

*UNDERGRADUATES: Date student began attending a TX public college / university: ____/____ (Drop limit only applies to Fall 2007 or later)

*SEE THE ONLINE ACADEMIC CALENDAR FOR ALL DROP AND ADD DEADLINES.

DROP **ALL REGISTRATION TO-DO LIST ITEMS MUST BE COMPLETED PRIOR TO SUBMITTING THIS FORM TO THE REGISTRAR'S OFFICE.

Course Prefix	COURSE	SEC	DESCRIPTION	INSTRUCTOR SIGNATURE <small>In order to be processed when digitally signed, this form must be submitted from instructors or advisor's TWU e-mail address.</small>	DATE	Requesting Excused Drop? Y/N
Ex: MATH	1013	07	Finance & Quant. Literacy			

ADD

Course Prefix	COURSE	SEC	DESCRIPTION	INSTRUCTOR SIGNATURE <small>In order to be processed when digitally signed, this form must be submitted from instructors or advisor's TWU e-mail address.</small>	APPROVED OVERRIDE (Dept initials required) <small>In order to be processed, if digitally signed, form must be sent from instructors TWU e-mail address.</small>	DATE
Ex: WS	2013	03	Gender & Social Change		Pre-Req override approval Cap Override approval	

INSTRUCTIONS: Review the online Academic Calendar for deadlines to drop and add courses. <http://www.twu.edu/academic-calendars/>. The date that this form is delivered to the Registrar's Office by the student determines whether it can be processed and if a refund for dropping is applicable. FINANCIAL AID RECIPIENTS: Check with Financial Aid on what effect dropping a course will have on your eligibility or deferment status. An add/drop fee will be charged for any changes made once late registration begins.

By my signature below, I accept responsibility for the accuracy of information on this form and additional tuition and fees that may result.
 Student signature: _____ Date: _____

For undergraduate students who initially enrolled Fall 2007 or later:

Advisor's signature: _____ Date: _____

The advisor's signature indicates that the student who began college classes in Texas in 2007 Fall or later has been informed of the restriction against dropping more than 6 classes without excusable reasons during the undergraduate education in Texas public higher education.

*In order to be processed when digitally signed, this form must be submitted from instructors or advisor's TWU e-mail address.

**UG DROP Note: List lab and lecture separately; however, when they are co-requisites, they will count as only one drop. Any "W" for which there is no documented and approved excuse counts toward the limit of 6 drops for designated students that started at any Texas college Fall 2007 or later, and will be reflected on the transcript as "W&".

***IF you are dropping all of your courses for any given term, you must contact Student Life regarding a withdrawal from the term.

UNDERGRADUATES: For students requesting courses dropped after the census date to be excused from the six drop count, check one option below, attach written documentation, and submit to the Office of the Registrar.

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
2. 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;
3. 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. 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. 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 TWU.

STUDENT LIFE OR UNDERGRADUATE STUDIES USE ONLY

Request for excused drop is: Approved Not approved
 By Vice President for Student Life Associate Vice President for Undergraduate Studies .

Reviewer's Signature: _____ Date: _____

In order to be processed when digitally signed, this form must be submitted from the approvers TWU e-mail address.

For explanation of terms and consequences of dropping courses, see <http://www.twu.edu/registrar/dropping-withdrawing.asp>