

## Undergraduate Excused Drop Appeal

ONLY FOR USE AFTER CENSUS FOR THE SESSION OR TERM

\*STUDENT ID: \_\_\_\_\_ \*NAME (PRINT): \_\_\_\_\_  
(7-digit student ID#) LAST FIRST MI

\*TERM: \_\_\_\_\_ \*Date student began attending a TX public college / university: \_\_\_\_\_ / \_\_\_\_\_  
(2021SU, 2021FA, etc.) (Drop limit only applies to undergraduate students who began Fall 2007 or later)

**UNIVERSITY POLICY:**

Undergraduates may drop a course without penalty *before* the census date of each regular semester. However, *after the census date*, anyone enrolling for the first time in fall 2007 or later (at TWU or any Texas public higher education institution), is allowed only 6 unexcused drops during their undergraduate academic careers. Drops after the census day will count toward the 6-drop limit unless they are supported by timely, appropriate documentation and excused by the university review process.

**INSTRUCTIONS:** Review the online Academic Calendar for deadlines to drop and add courses. <http://www.twu.edu/academics/>. **FINANCIAL AID RECIPIENTS:** Check with Financial Aid on what effect dropping a course will have on your eligibility or deferment status. A drop fee will be charged for any changes made once the term begins. \*Course drops must be initiated with the [Drop/Add form](#). If you are seeking an excused drop, you must submit this form and supporting documentation within 7 days of the original drop submission.

Course(s) dropped in request submitted to the Registrar's Office on \_\_\_\_/\_\_\_\_/\_\_\_\_.

| Course Prefix | Course number | Section number | Course Description            |
|---------------|---------------|----------------|-------------------------------|
| EX: CSCI      | 1203          | 02             | Computer skills Digital World |
|               |               |                |                               |
|               |               |                |                               |
|               |               |                |                               |

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: \_\_\_\_\_  
**WHEN DIGITALLY SIGNED, THIS FORM MUST BE SUBMITTED FROM YOUR TWU E-MAIL ACCOUNT. IF AN APPROVAL OF ANY KIND IS DIGITALLY SIGNED, THE APPROVER MUST SUBMIT THE FORM FROM THEIR TWU FACULTY OR STAFF E-MAIL ACCOUNT.**

**Reason for Excused Request**

Please select the most accurate description as it affects your ability to satisfactorily complete the course. **In order to be considered, supporting documentation must be submitted along with this form. Failure to submit documentation will result in automatic denial.**

Student Life Review

- A severe illness or other debilitating condition.
- Responsibility for the care of a sick, injured or needy person.
- The death of a person who is a family member or who is otherwise considered to have a sufficiently close relationship.
- Call to active duty service.

Undergraduate Studies Review

- Change of work schedule that is beyond the control for the student.
- Other good cause as determined by TWU.

**STUDENT LIFE OR UNDERGRADUATE STUDIES USE ONLY**

Request:      Approved      Not approved

Reviewed By:      Vice President for Student Life      Associate Vice President for Undergraduate Studies.

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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