



## Course Drop Request Form

**This form must be completed and submitted to the Office of the Registrar no later than 5 pm on the LAST DAY TO DROP A COURSE for the appropriate term.**

Dropping ALL courses in a semester is considered a withdraw and a withdraw form should be submitted in place of this drop form.

If this drop is classified as a Q-Drop (dropped after the census date), it will be reflected on your schedule and DegreeWorks 24 hours after the form has been processed. **This process may take several days.**

Please watch for an email to your go.tarleton student email account stating that you have been officially dropped.

LAST NAME	FIRST NAME	M.I.
UID#	PHONE NUMBER	

SEMESTER: _____ YEAR: _____	INDICATE THE TERM FOR WHICH THE DROP IS APPLICABLE: (current term only)
(Fall/Spring/Summer)	
16 week	1 <sup>st</sup> 8 week
2 <sup>nd</sup> 8 week	Summer (indicate length): _____

**COURSE FOR WHICH THE DROP IS REQUESTED:** Drops for freshman ENGL, MATH, UNIV, or FYS courses prior to mid-terms WILL NOT be permitted without special approval. Developmental courses may not be dropped except for extraordinary situations.

**ATHLETES MUST GAIN APPROVAL FROM THE ATHLETIC ADVISOR BEFORE INITIATING THE DROP PROCESS.**

CRN (Ex:12345)	SUBJECT (Ex: ACCT)	COURSE NUMBER (Ex: 1234)	SECTION (Ex: 010)	CAMPUS

<b>TO BE INITIALED AND SIGNED BY THE STUDENT:</b>	<b>Students must obtain the following required signatures before submitting this form. Check your Success Team in EAB Navigate for your assigned advisor.</b>
<p>_____ I have made efforts to meet with my instructor/professor about the class(es) and have made an effort to raise my grade with available resources.</p> <p>_____ I understand hours for Q-Dropped courses (courses dropped after the census date) <b>may be used against me regarding the 3-PEAT RULE, UNDERGRADUATE FUNDING LIMIT RULE, SAP, and/or the 6 DROP RULE.</b></p> <p>_____ I understand I may no longer be considered full time if my enrolled hours drop below the minimum required based on my student classification (undergraduate, graduate, post baccalaureate, etc.).</p> <p>_____ I understand dropping <b>ANY</b> course may adversely impact financial aid, scholarships, eligibility as a dependent for insurance coverage, veteran's benefits, athletic eligibility, scholastic probation, eligibility for extracurricular activities and some types of employment, etc.</p> <p>_____ I certify I have read the above information and the "Drop Information" page on the Tarleton website. I fully understand the consequences, if any, associated with dropping coursework.</p> <p>_____ Student Signature</p> <p>_____ Date</p>	<b>Assigned Advisor (i.e., Academic, Athletics, Honors, PSA, or TSI) or Faculty Mentor (required)</b>
	<p>Printed Name _____ Department _____</p> <p>Authorized Signature _____ Date _____</p>
	<b>Financial Aid, Scholarship, and/or Grant Review (required if Applicable)</b>
<p>Printed Name _____ Notes _____</p> <p>Financial Aid Signature _____ Date _____</p>	
<b>Veteran Affairs, Athletics, Special Permissions, or International Admissions: (required if applicable )</b>	
<p>Printed Name _____ Department _____</p> <p>Authorized Signature _____ Date _____</p>	
<b>Registrar Use Only:</b>	
<p>Registrar's office only: Processed by _____ Date _____</p>	

# Course Drop Information

Dropping a course means a student wishes to drop an individual course but **remain** registered in all other coursework for the semester. Students can drop online through myGateway by the following add/drop/late registration deadlines:

- ☒ Fall and Spring semesters: drop online through DuckTrax until the 5<sup>th</sup> class day
- ☒ Summer semester: drop online through DuckTrax until the 2<sup>nd</sup> class day

Once the add/drop/late registration period has ended, students must submit a Course Drop Request Form to the Registrar's Office with all required signatures in order to be dropped from coursework.

## THINGS TO CONSIDER BEFORE DROPPING:

- [6-Drop Limit Rule](#) - You are permitted a total of 6 dropped courses with a grade of Q on your record.
- [3-Peat Rule](#) - If a single class is repeated more than 3 times, there will be extra tuition and fees applied.
- [Undergraduate Funding Limit](#) - Extra tuition and fees may be applied if over the funding limit.
- [SAP Status](#) - Satisfactory Academic Progress towards your degree- FASFA and Grant requirement

**AUTHORIZED SIGNATURES**- The Course Drop Form **MUST** be signed by your assigned advisor. Undergraduate students should contact the appropriate person according to the information listed below before submitting the Course Drop Request Form.

Authorized Signatures for Undergraduate Courses- Please check your Success Team EAB Navigate for your Assigned Advisor.		
CAMPUS	CONTACT PERSON	CONTACT INFORMATION
Stephenville	Assigned Advisor, TSI Advisor, or Faculty Mentor	254-968-9707 or Dick Smith Library- University College
Fort Worth	Assigned Advisor or Faculty Mentor	817-732-7300 or Student Success Suite, 3 <sup>rd</sup> Floor Room 350
Online	Assigned Advisor or Faculty Mentor	817-732-7300 or Student Success Suite, 3 <sup>rd</sup> Floor Room 350
Waco	Assigned Advisor or Faculty Mentor	254-299-8322 or Michaelis Academic Center Building, Suite 101
Midlothian	Assigned Advisor or Faculty Mentor	817-732-7300 or Student Success Suite, 3 <sup>rd</sup> Floor Room 350

## GRADUATE STUDENTS

Graduate students should contact their graduate advisor or department head in their graduate program for the authorized signature. before submitting the Course Drop Form. Graduate students may also use the Graduate Advisor Drop Contact List for additional contact information.

## VETERAN AFFAIRS

Students who receive Veteran benefits and have had their courses certified must obtain approval from the Military Veterans Services Center before dropping a course. **A course will not be dropped without Military Veterans Services Center approval.** For more information, contact their office at (254) 968-1805.

## STUDENT ATHLETES

Since dropping a course can affect athletic eligibility, athletes **MUST** have their Athletics Advisor's signature on the Course Drop Form. **A course will not be dropped without an Athletics Advisor's approval.** For more information, contact the Athletics Department at (254) 968-0560.

## INTERNATIONAL STUDENTS

International students **MUST** obtain approval from the Retention & Admissions Specialist (Immigration) in Undergraduate Admissions before dropping a course. Undergraduate students are required to be registered for 12 hours (all face-to-face or 9 face-to-face and 3 online). Graduate students are required to be registered for 9 hours (all face-to-face or 6 face-to-face and 3 online). Be aware that if you drop a course and do not maintain the hours listed, your I-20 will be terminated. For more information, contact (254) 968-9632 or immigration@tarleton.edu or Undergraduate Admissions in the Tarleton Center.

## COURSES REQUIRING SPECIAL PERMISSION TO DROP

Depending on the student and/or the course, additional approval may be required before a course drop request can be processed. Undergraduate students requesting to drop a course which requires special permission **MUST** contact the appropriate person listed below before submitting the Course Drop Form. **The course drop request will not be processed if the required signature is missing.**

Special Permission: The following courses MAY be dropped ONLY under special circumstances.			
COURSE	SPECIAL CIRCUMSTANCE	CONTACT PERSON	CONTACT INFORMATION
ANY UNIV COURSE	During 16-week semester, UNIV courses will not be dropped without approval of the Director of Student Development & Mentoring.	Director of Student Development & Mentoring or designee	University College, Dick Smith Library; 254- 968-9480
ANY CORE MATH	During 16-week semester, core MATH courses prior to midterms approval of the Dean of the College of Science & Technology.	Freshman Mathematics Coordinator or designee	Mathematics, Mathematics Building, Room 142; 254-968- 9168
ENGL 1301 OR 1302	ENGL 1301 & 1302 courses prior to the ) of the College of Liberal & Fine Arts.	Director of Composition or designee	English & Languages, O.A. Grant Building Room 327; 254-968- 9039
ANY FYS COURSE	FYS courses prior to midterms the ) of the University College.	University College Dean or designee	University College, Dick Smith Library; 254- 968-9707