

Exception to 6 Drop Limit Request

Students enrolling in higher education for the first time during the fall 2007 academic term or any term subsequent to the fall 2007 term, may drop a total of six courses. This total includes any course a transfer student has dropped at another Texas public institution of higher education.

Exception can only be granted before the deadline to drop courses, or if the course has already been dropped (see Academic Calendar). Any attempt to drop a course after the deadline must be submitted with the Add/Drop form. Dropped courses excused or an exception to the 6 drop limit rule will not be counted in the 6 drop count and have a notation on their UNTHSC transcript.

Instructions

1. Student or undergraduate college staff fill out student and course(s) information
2. Academic Dean or approved college staff review form and determine if course(s) may be excused
3. Submit the form to the Registrar and Student Records Office at Registrar@unthsc.edu, if approved.
4. Request forms will only be accepted if sent by UNTHSC Staff.

Student First Name Student Middle Name Student Last Name Student ID#

Requesting exception for:

Year	Semester		
	Course Subject	Couse #	Section #

Course 1

Course 2

Course 3

Under Texas Education Code Sec. 51.907, undergraduate students subject to the 6 drop limit rule may request to have their course excused or made an exception to the limit based on the following circumstances:

- Severe illness or other debilitating condition that affects ability to successfully complete course
- Responsibility for the care of a sick, injured or needy person which affects ability to successfully complete course
- Death of a Family member or close relation
- Family member or close relation classed to active duty (Texas National Guard or armed forces)
- Change in work schedule beyond student control which affects ability to successfully complete course

Signature for college approval	College	Date
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Staff title of college signer	Staff email for college signer
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FOR REGISTRAR STAFF ONLY

Date Registrar Office Received	Registrar Office's Staff Initials	Date Registrar Office Processed
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