

Undergraduate Course Drop or Withdrawal Petition
THE UNIVERSITY OF TEXAS AT ARLINGTON

The student should complete this form in consultation with his/her/their academic advisor.

Student name: _____ **Student ID:** _____

Student degree program: _____ **Email:** _____

I am requesting to: (Please check the boxes[es] that apply to your situation.)

- Drop one or more classes but remain enrolled in at least one course (after late registration and before the last drop date)
- Withdraw from all my classes before the end of the late registration period
- Withdraw from all my classes after the end of the late registration period and before the last drop date

The student's responsibility to the university

(Please review the responsibilities and check to indicate your understanding of each.)

- I am responsible for any remaining fees (library, lab, etc.) for the course(s) or tuition owed, based on the Texas Education Code refund schedule.
 - o Contact [Student Financial Services](#) or call 817-272-2172.
- I am responsible for knowing if the academic program(s) in which I am majoring limit the number of attempts I can make toward a class.
 - o Review the [UTA Catalog](#).
- I understand that dropping courses could affect the current amount of financial aid that I receive, as well as future eligibility. In some cases, dropping a course could result in my being required to pay back financial aid already received.
 - o Contact the [Office of Financial Aid and Scholarships](#) or call 817-272-3561.
- I understand that I should contact University Parking at 817-272-3907 regarding parking permit refunds.
- I understand that, if I am a residential student and/or have a meal plan, I may not be eligible for a refund of housing or dining costs.
 - o Contact Housing at housing@uta.edu or call 817-272-2791.

Academic issues (Please review the responsibilities and check to indicate your understanding of each.)

- I understand that dropping or withdrawing may delay my admission into a major and may ultimately delay my timely graduation.
- I understand that I will earn a grade of W or Q when dropping or withdrawing after Census Date.
- I understand that a grade of W or Q counts as a course attempt toward excessive hours.
 - o Review excessive hours policies [here](#).
- I understand that, if I entered a Texas public college or university for the first time in Fall 2007 or thereafter, I may drop only six courses during my undergraduate career.
 - o Review drop limit policies [here](#).
 - o Q grades do not count toward the six-course drop limit.

Other notes (Please review the responsibilities and check to indicate your understand of each.)

- Return textbooks for possible refund.
- Determine impact of dropping or withdrawing on your dependent status for the IRS and/or medical insurance.

Course Prefix (e.g., <u>MATH</u> in MATH 1302-001)	Course Number (e.g., <u>1302</u> in MATH 1302-001)	Section Number (e.g., <u>001</u> in MATH 1302-001)	Instructor Approval SIGNATURE REQUIRED

Student's signature: _____ Date: _____

Advisor's signature: _____ Date: _____