

# THE UNIVERSITY OF TEXAS AT ARLINGTON SCHOOL OF NURSING

A student dropping graduate course(s) after the Census Date but on or before the last date to drop or withdraw, may with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. (UTA Graduate School Catalog) Full policy available at: [http://www.uta.edu/gradcatalog/general\\_info#withdraw](http://www.uta.edu/gradcatalog/general_info#withdraw)

**The student must:**

1. Read and complete this form
2. Obtain faculty approval and signature
3. Submit form to the MSN Office for processing
4. Meet with an advisor in the MSN Office to update degree plan

Name: \_\_\_\_\_ Student ID# 1000 / \_\_\_\_\_ / \_\_\_\_\_

Students who drop all coursework at UTA must check the RESIGN box. Students staying in at least one course and dropping other coursework will check the DROP COURSE(S) box.

REQUEST TO:     DROP COURSE(S)                       RESIGN FROM THE MSN PROGRAM AND THE UNIVERSITY

SEMESTER:     FALL                       SPRING                       SUMMER                      YEAR: \_\_\_\_\_

Course #	Section	Approved	Faculty Signature	Date
		Yes / No		
		Yes / No		
		Yes / No		

I am requesting to drop course(s) or resign from the Graduate Nursing Program and the University and understand that this will alter my degree plan.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Student Signature)

**Reason for Dropping Course(s) or Resignation:**

- Childcare     Finances     Work Schedule     Relocating  
 Family Crisis     Personal Illness     Active Military     Career Goal Change  
 Family Illness     Pregnancy     Other \_\_\_\_\_

If resigning, anticipated date of return:     Fall     Spring     Summer    Year: \_\_\_\_\_

**This form must be returned to the MSN Office – Room 606 - either in person or by faxing to 817-272-2065. The request will not be processed until faculty signature is obtained.**