Undergraduate Petition for Exemption to 6-Course Limit Drop Policy
Student Information Sheet

Policy
According to University policy, students who entered Texas public higher education for the first time in Fall 2007 or later are limited to six (6) dropped courses during their entire undergraduate career (second baccalaureate degrees included). Exceptions to consider a dropped course a drop based on non-academic reasons may be considered based on the reasons listed below. Exceptions to the 6-course drop limit based on non-academic reasons may also be requested based on the following reasons. To request an exception, this form must be completed and submitted to the Office of the Provost, UTA Box 19118, Arlington, TX 76019, or hand deliver to suite 300 Davis Hall, UT Arlington along with supporting documentation. Alternately, you can fax your form and documentation to 817-272-3400.

Per Texas Education Code 51.907, exceptions will be considered based on the following reasons:
1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course. Supporting documentation must be provided.
2. The student's responsibility to provide the care of a sick, injured, or needy person such that providing the care affects the student's ability to satisfactorily complete the course. Supporting documentation must be provided.
3. The death of a person considered to be a member of the student's family or someone who is otherwise considered to have a sufficiently close relationship to the student. Supporting documentation must be provided.
4. The student's active duty service as a member of the military or of a person considered to be a member of the student's family or someone who is otherwise considered to have a sufficiently close relationship to the student. Supporting documentation must be provided.
5. A change of the student's work schedule that is beyond the control of the student and that affects the student's ability to satisfactorily complete the course. Supporting documentation must be provided.
6. Other good causes as determined by the Office of the Provost.

The following circumstances will not be considered valid reasons for requesting an exception to the 6-course drop limit policy:
1. An attempt to avoid scholastic probation
2. Failing a course
3. Possibility of receiving a grade that will lower the grade point average.

Academic Responsibility
Do not assume the petition will be approved. It is the student's responsibility to continue to attend class, complete assignments, and take any tests until and unless the student is informed that his or her petition has been approved.

Students should be aware that dropping a course or courses may result in reducing them to part-time status which can affect financial aid, scholarships, and insurance coverage.

Documentation
Students should attach copies of supporting document. Do not attach originals. Petitions and supporting documents will be destroyed following the adjudication of the petition. Supporting documents should be copies of official documents (e.g., be on letterhead, contain contact information, etc.).

Decision Process
The Office of the Provost will review and evaluate the student petition. All supporting documentation is subject to verification. A decision related to the petition will be communicated to the student via the student's UTA email address. The decision of the Office of the Provost is final.

I verify that I have reviewed the material above.

________________________________________________________________________________________
Student Name (printed) Date

1 0 0 0

________________________________________________________________________________________
UTA ID Signature
# Undergraduate Petition for Exemption to 6-Course Limit Drop Policy

Student Name ____________________________________    UTA ID________________________________

Contact Information:

Home Phone _____________________________      Cell Phone   _________________________________

UTA Student Email Address______________________________________ (required)

**Instructions to Student:**

1. Continue to attend all classes, submit homework, and take all tests until notified of decision by Office of the Provost.
2. Submit completed Undergraduate Petition for Exemption to 6-Course Limit Drop Policy form and signed Student Information Sheet to: the Office of the Provost, UTA Box 19118, Arlington, TX 76019, or hand deliver to suite 300 Davis Hall, UT Arlington. Alternately, you can fax your form and documentation to 817-272-3400. Attach copies of all supporting documents. Do not attach originals.

## Section I: Course Information

List the course(s) you wish to drop.

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<thead>
<tr>
<th>COURSE PREFIX + NUMBER</th>
<th>SECTION</th>
<th>INSTRUCTOR</th>
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_______ I am petitioning to exceed the 6-course drop limit
_______ I am petitioning that the course(s) listed above not count toward my total of permitted drops

## Section II: Reason for Request

Please attach a typed description of the circumstances leading to the filing of this petition and the justification for your request. Be sure to include all relevant information, including dates, where applicable. Attach copies of supporting documentation.

## Section III. Authorization

I certify that the information I provided is true, and I authorize the Office of the Provost to obtain whatever substantiating evidence that may be necessary to evaluate the request made by this petition. If my petition is approved, I authorize the Office of Records to drop or withdraw me from the classes I indicated on this petition. I also understand that any false information submitted will result in a direct referral to the Office of Student Judicial Affairs for immediate disciplinary action.

I will continue to attend class, do assignments, and take any tests until I have been notified as to the outcome of this petition. Should I choose not to continue with the above mentioned class work, I realize I will remain subject to all course requirements as stated in the course syllabus/syllabi for the purposes of earning course grades.

_________________________________________                   ________________________________
Student’s signature                                                                          Date