



# DROP FORM - Post Census Date

## Office of the University Registrar

### Semester/Year

Fall 20  Wintermester 20  Spring 20  Maymester 20  Sum I 20  Sum II 20  Sum III 20

(Please Print)

TAMIU ID	Last Name	First Name	MI	Date of Birth
Mailing Address		City, State, Zip	Phone Number	
Email		Student Level		
		<input type="checkbox"/> Concurrent	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate

### Course(s) to be DROPPED

CRN (5-digit)	Crse Prefix (Ex: ENGL)	Crse No. (Ex: 1301)	Crse Sec (Ex: 101)	Cr	Reason(s) for dropping
					<input type="checkbox"/> Severe illness
					<input type="checkbox"/> Care of sick/injured/need
					<input type="checkbox"/> Death of family member
					<input type="checkbox"/> Military Service
					<input type="checkbox"/> Change in work schedule
					<input type="checkbox"/> Other _____

Total Hrs for semester BEFORE drop: \_\_\_\_\_ Total Hrs for semester AFTER drop: \_\_\_\_\_

- 1.) If withdrawing from ALL courses for the semester indicated, a Withdrawal Form MUST be completed and appropriate signatures obtained.
- 2.) If you receive Financial Aid and REDUCE your load, you must obtain a signature from the Financial Aid Office. Please note that Title IV Funds will only pay for one repeat of a previously passed course. For more information refer to the Satisfactory Academic Progress Policy under Financial Aid.
- 3.) Students who enrolled in a course at TAMIU for a third time will be charged an \$80 per semester credit hour fee.
- 4.) Effective Fall 2007, students who first enroll in a Texas public university or college will NOT BE ALLOWED to drop a course(s) once they reach the six drop limit.
- 5.) By signing this form, you understand that dropping below full-time may adversely impact health insurance benefits, financial aid, athletic eligibility, USCIS status, veterans benefits, and eligibility to participate in extracurricular activities.

### Required Signatures For Student Athletes ONLY

_____	_____	_____
Athletics Academic Coordinator	Coach	Athletic Compliance

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ International Student Advisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_ Financial Aid (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

### For Registrar's Office Only

- Student is not impacted by Senate Bill (SB) 1231 six (6) total drop limit.
- Student is subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits you to a maximum of six (6) non-punitive course drops during your undergraduate career. (A non-punitive drop does not affect your GPA.) Course drops that exceed the maximum allowed by SB 1231 will be treated as "F's" and will impact your GPA. The drop(s) you are processing count toward the maximum number of non-punitive drops allowed. Please refer to the back of this form for additional information.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Senate Bill (SB) 1231 Policy**

### **TEC 51.907 Course Drop Limit Provisions**

Students who enroll as entering freshmen or first-time in college students in undergraduate courses offered through an affected institution of higher education for the first time during the Fall 2007 semester or any subsequent semester are subject to the course drop limit of six course drops including any course a transfer student has dropped at another affected institution.

#### **Students Affected**

Students who enroll as entering freshmen or first-time in college students in undergraduate courses offered through an affected institution of higher education for the first time during the Fall 2007 semester or any subsequent semester are subject to the course drop limit restrictions. Transfer students who first enrolled at a Texas public institution during the Fall 2007 semester or subsequent semester are considered first time in college and are affected by the six course drop limit. Students who elect to use the provisions of Academic Fresh Start who have coursework prior to the Fall 2007 semester are grandfathered and are not subject to TEC 51.907. Students who have completed a baccalaureate degree at any recognized public or private institution are not considered affected students whether or not taking additional undergraduate courses.

#### **Student Exceptions**

Students may petition to drop more than the 6-course limit, or to drop a course and not have the drop count against the 6-course limit. These petitions will be reviewed by the Office of the University Registrar.

*The following circumstances will be considered:*

- A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
- 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.
- 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.
- 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.
- 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.
- Other good causes as determined by the University on an individual basis.

\* Please note that documentation must be provided in support of any of the circumstances noted above.

#### **Student Non-Exceptions**

*The following circumstances will not be considered valid reasons for requesting an exception to the 6-course drop limit:*

- An attempt to avoid scholastic probation.
- Failing a course.
- Possibility of receiving a grade that will lower the grade point average.

\*Please note that this policy may vary from other institutions. For more information on this policy, contact the Office of the University Registrar.