

The University of Texas at San Antonio

Student Petition for a Course Exemption to the Six-Drop Policy

Effective Fall 2007, the six-drop policy limits each student to dropping no more than six courses throughout his/her undergraduate college career at Texas public institutions of higher education.

DIRECTIONS: Complete all sections. Attach additional explanation you believe is warranted. Submit the completed petition to your advisor. Note: If this request is for a sixth or subsequent drop, it must be submitted five business days before the drop date of the term in which the course is taken.

1. Name: Last First Middle/Maiden Student ID: _____

2. E-mail: _____ Phone #: _____

3. Degree sought at UTSA : _____ Major(s): _____ Minor: _____

4. The following circumstances apply:

- checkbox a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course.
checkbox the student's responsibility for the care of a sick, injured, or needy person if that care affects the student's ability to satisfactorily complete a course.
checkbox the death of a person who is:
a. considered to be a member of the student's family under a rule adopted under this subsection for the purpose of subdivision.
b. otherwise considered to have a sufficiently close relationship to the student under a rule adopted under this subsection that the person's death is considered to be a showing of good cause.
checkbox the active duty services as a member of the Texas National Guard or the armed forces of the United States of: the student OR a person who is considered to be a member of the student's family under a rule adopted under this subsection for the purpose of subdivision.
checkbox the 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.
checkbox Other: _____

5. Attach any documentation that provides justification or explanation that supports the circumstances listed above and may have bearing on the decision regarding your request.

Table with 3 columns: COURSE NUMBER and CRN, COURSE TITLE, TERM and YEAR. Contains three empty rows for data entry.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Dean of College of Major

- checkbox Approved checkbox Disapproved checkbox Approved with conditions (attach, date and sign)

Signature: _____ Date: _____

Distribution: checkbox Student checkbox Advising Center checkbox Undergraduate Studies Support and Technology Services

Privacy Notice: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information.