To be completed by Academic Advising

Number of drops in SZADSIX:_____

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. Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another Texas public institution of higher education." There are exemptions that may allow a student to drop a course without having it count against the six-drop limit, but it is the student's responsibility to demonstrate good cause. Exemptions for good cause are listed in Number 4 below.

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 <u>sixth or subsequent drop, it must be submitted five business days before the drop date of the term in which the course is taken</u>.**

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

2. E-mail: _____ **Phone #:** _____

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

4. The following circumstances apply:

☐ a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course.

☐ 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.

☐ 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.

☐ 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.

☐ 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.

☐ 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.

6.

COURSE NUMBER and CRN	COURSE TITLE	TERM and YEAR

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Dean of College of Major

☐**Approved** ☐**Disapproved** ☐ **Approved with conditions (attach, date and sign)**

Signature: _____ **Date:** _____

Distribution: ☐**Student** ☐ **Advising Center** ☐ **Advising Administration**

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. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.