



# OFFICE OF THE REGISTRAR

## Request to Drop Class

Student Name: \_\_\_\_\_ EmpID: \_\_\_\_\_

Semester: \_\_\_\_\_ Session: \_\_\_\_\_ Year: \_\_\_\_\_

Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

### Instructions:

- Prior to the census date, you can drop courses online at my.unt.edu.
- To drop a course after the census date of the session, submit this completed form to the Registrar's Office (see submission steps below).
- Drops must be processed by the appropriate deadline as listed in the online Schedule of Classes, or the drop will not be allowed and a grade will be assigned.
- If this is your only class, contact the Dean of Students to withdraw.
- If you are an Undergraduate student and have reached the drop limit, your drop request will not be processed.

### Check each box to indicate you have read each of the following:

Undergraduate students enrolling in college for the first time beginning Fall 2007 may drop a maximum of six (6) courses (including transfer work) taken in Texas Public Institutions of Higher Education. For additional information about this drop policy, please contact your academic advising office.

I understand that dropping courses and delays in timely graduation can impact \$1000 Tuition Rebate eligibility, Eagle Express Tuition Plans, B-on Time Loan Forgiveness eligibility, and Excess Hours.

**DO YOU RECEIVE FINANCIAL AID?** The decision to drop this course may affect your current and future financial aid eligibility. For more information about financial aid and the Satisfactory Academic Progress (S.A.P) policy, please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements>.

**DO YOU RECEIVE VETERAN BENEFITS?** All adds, drops, and withdrawals MUST be reported to the Student Veteran Services Benefits office by the student immediately after the change is made. Visit <https://registrar.unt.edu/veterans/faq#Q4> for more information.

**ARE YOU AN INTERNATIONAL STUDENT?** The decision to drop this course may have an impact on your immigration status. Talk to an international student advisor BEFORE dropping the class. Visit <http://international.unt.edu/ISSS/enrollment> for more information.

### Follow these steps to submit your completed form:

- Save this form to your computer, open the form and fill in all fields (including electronic signature from a valid UNT email address), and click the SUBMIT button to send the form to the Registrar's Office. →  
*Please note: If you submit your form electronically, you will receive email confirmation when the drop is processed. If you do not receive email confirmation within 2 business days, contact the Registrar's Office at 940-565-2378.*
- OR
- Print the form, fill in all fields, sign, and email to [Registrar@unt.edu](mailto:Registrar@unt.edu) (from a valid UNT email address) OR Fax to 940-565-4463.
- OR
- Print the form and fill in all fields. Take the completed form to the Registrar's Office in ESSC 147 along with a photo ID, and obtain a receipt to show that the drop has been processed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date