



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.

Enter your initials in 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.

Choose one of the methods below to submit your completed form to the Registrar's Office

- TO SUBMIT THE FORM ELECTRONICALLY:
 - Fill in all fields of the form
 - Sign electronically (from a valid UNT email address) and click the Submit button →
 - OR -
 - Print the form, sign and Email to Registrar@unt.edu (from a valid UNT email address),
 - OR -
 - Print the form, sign and Fax to (940) 565-4463
- TO SUBMIT THE FORM IN PERSON:
 - Print the form and fill in all fields
 - Take the completed form to the Registrar's Office in ESSC 147
 - Take a photo ID
 - Obtain a receipt to show that the drop has been processed.

Student Signature

Date