



# Request for Drop

IF YOU ARE NOT CURRENTLY IN CLASSES YOU NEED A **REGISTRATION FORM**. IF YOU ARE DROPPING ALL OF YOUR COURSES, YOU WILL NEED A **WITHDRAWAL FORM**.

Semester: *Fall*      *Winter Mini*      *Spring*      *May Mini*      *Summer I*      *Summer II*      *August Mini*

Name: \_\_\_\_\_ CWID: \_\_\_\_\_ Date: \_\_\_\_\_

## Drop Courses

Department	Course Number	Section Number	Course Call Number	Hours
Departmental Approval Signature:				
Departmental Approval Signature:				
Departmental Approval Signature:				
Departmental Approval Signature:				
Departmental Approval Signature:				

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

**Eligible students may drop course(s) through MyLeo.**

**All other requests must have signatures from appropriate departments. (Athletics, International Student Office, Honors College, University College)**

**Please allow 1-2 business days for processing correctly completed forms. Refer to MyLeo for confirmations.**

### Notices

- Course(s) may not be dropped after the official drop date (See Academic Calendar).
- If you are an **international student**, you will need to have a signature from the International Student Services Office **ONLY** if you are dropping below a full-time status.
- If you are a **student athlete**, obtain a signature from the Associate Athletic Director.
- Honor students must have approval from the Honors Office
- University College students must have approval from their assigned success coach.
- Courses dropped after census date (See University Academic Calendar) will be assigned a grade of Q. A Q does not count in the grade point average but does count toward the 6 drop, 3 peat and 45/30 hour rule for all UNDERGRADUATE students
- Graduate students will also receive a Q, but are **not** subject to the above rules.
- Refunds are based on total assessed tuition. A **class dropped** by the census date (See University Academic Calendar) will result in a reduction in total assessed tuition provided the student remains enrolled for that semester. No reduction will be given for courses dropped after this date.

### Return to:

Office of the Registrar-Texas A&M University-Commerce · P.O. Box 3011 · Commerce, Texas 75429-3011  
Fax: (903) 886-5187

### Privacy Policy

With few exceptions, state law gives you the right to request, review, and correct information about yourself collected on this form.