



Course Drop Request Form

If you are submitting this form after the census date (consult website for details), you should check your myGateway or contact the Registrar's Office to ensure you have not exceeded the 6 Drop Limit. Dropping ALL courses is considered a withdrawal and a withdrawal form should be submitted in place of this drop form.

This form must be submitted to the Office of the Registrar **no later than 5 pm** on the **LAST DAY TO DROP A COURSE for the appropriate term.**
If this drop is classified as a Q-Drop (dropped after the census date), it will be reflected on your schedule and DegreeWorks 24 hours after the form has been processed.

LAST NAME		FIRST NAME		M.I.
UID#		PHONE NUMBER		
SEMESTER: _____ YEAR: _____ INDICATE THE TERM FOR WHICH THE DROP IS APPLICABLE: (current term only)				
	16 week	1 st 8 week	2 nd 8 week	Summer (indicate length): _____
<p>COURSE FOR WHICH THE DROP IS REQUESTED: Drops for freshman ENGL, READ, MATH, UNIV, or FYS courses prior to mid-terms WILL NOT be permitted without special approval. Developmental courses may not be dropped except for extraordinary situations. Students dropping Chemistry courses which have a lab MUST obtain a checkout slip from the Chemistry stockroom in the Science Building Room 440. ATHLETES MUST GAIN APPROVAL FROM THE ATHLETIC COMPLIANCE OFFICER BEFORE INITIATING THE DROP PROCESS. Please use ONE form for each course dropped except for courses with a lab; the lecture and lab may both be included on one form.</p>				
CRN (Ex:12345)	SUBJECT (Ex: ACCT)	COURSE NUMBER (Ex: 1234)	SECTION (Ex: 010)	COURSE LOCATION
TO BE SIGNED BY THE STUDENT:			Students must obtain the following required signature before submitting this form to the Registrar's Office.	
<p>I understand hours for Q-Dropped courses (courses dropped after the census date) MAY BE USED AGAINST ME regarding the 3-PEAT RULE, UNDERGRADUATE FUNDING LIMIT RULE and/or the 6 DROP RULE. I also understand I may no longer be considered full-time if my enrolled hours drop below the minimum required based on my student classification (undergraduate, graduate, post baccalaureate, etc.). I understand dropping below full time status may adversely impact financial aid, scholarships, eligibility as a dependent for insurance coverage, veteran's benefits, athletic eligibility, scholastic probation, eligibility for extracurricular activities and some types of employment, etc. ATHLETES and students needing to drop SPECIAL PERMISSION COURSES must receive prior approval before dropping a course and therefore should contact the respective office before submitting a drop form. I certify I have read the above information as well as the "Dropped Courses" website and fully understand the consequences, if any, of dropping a course.</p>			<p>Review the dropped courses page of the Registrar website for information related to contacting an authorized advisor.</p>	
			<p>To be completed by Authorized Advisor</p>	
<p>_____</p> <p>Student Signature</p> <p>_____</p> <p>Date</p>			<p>Printed Authorized Advisor Name _____ Department _____</p> <p>Authorized Advisor Signature _____ Date _____</p>	
			<p>Veteran Affairs or International Admissions (if applicable)</p>	
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			<p>Printed Veterans Services or Admissions _____ Department _____</p> <p>Signature _____ Date _____</p>	
			<p>Registrar Use Only:</p>	
<p>_____</p> <p>_____</p>			<p>Processed by _____ Date _____</p>	

Return to the Office of the Registrar

Box T-0620 / Stephenville, TX 76402 / Tarleton Center-Texan Services

254.968.9121 / Fax 254.968.9389 / registrar@tarleton.edu

Course Drop Information

Dropping a course means a student wishes to drop an individual course but **remain** registered in all other coursework. Students can drop online through myGateway by the following add/drop/late registration deadlines:

- Fall and Spring semesters: drop online through the 3rd calendar day of the semester
- Summer semester: drop online dates vary per session

Once the add/drop/late registration period has ended, students must submit a course drop request form to the Registrar's Office in order to be dropped from a class.

THINGS TO CONSIDER BEFORE DROPPING:

- [6-Drop Limit Rule](#)
- [3-Peat Rule](#)
- [Undergraduate Funding Limit](#)

AUTHORIZED ADVISOR SIGNATURE- The course drop form **MUST** be signed by an authorized advisor. Undergraduate students should contact the appropriate person according to the information listed below before submitting the course drop request form.

Authorized Signatures for Undergraduate Courses		
CAMPUS	CONTACT PERSON	CONTACT INFORMATION
Stephenville	Academic Advising Center	254-968-9746 or Thompson Student Center, Room 13
Fort Worth	Site Advisor	817-732-7300 or Student Success Suite, 3 rd Floor Room 350
Online	Department head of your major	Use the online directory to obtain department contact information
Waco	Site Advisor	254-299-8322 or Michaelis Academic Center Building, Suite 101
Midlothian	Site Advisor	972-775-7244 or Building Two, Suite 115

Graduate students should contact their graduate advisor or department head in their Graduate Program for the authorized signature before submitting the course drop request form. Graduate students may also use the [Graduate Advisor Drop Contact List](#) for additional contact information.

CHEMISTRY COURSES WITH LABS

To avoid a registration hold, students must return their Chemistry lab equipment to the Chemistry stockroom, located in the Science Building Room 440 **BEFORE** dropping a Chemistry course. A "checkout slip" will be issued to the student once the equipment is returned. The slip **MUST** accompany the Course Drop Request Form or the form will not be processed. Contact the Technical Stockroom Supervisor at (254) 968-9151 for additional information.

VETERAN AFFAIRS

Students who receive Veteran Affairs benefits and have had their courses certified must obtain approval from the Military Veterans Services Center before dropping a course. **A course will not be dropped without Military Veterans Services Center approval.** For more information, contact their office at (254) 968-1805.

ATHLETES

Since dropping a course can affect athletic eligibility, athletes **MUST** first obtain approval from the Athletic Compliance Officer **BEFORE** initiating the drop process. Contact the Athletic Department at (254) 968-0560.

INTERNATIONAL STUDENTS

International students **MUST** obtain approval from the Retention & Admissions Specialist (Immigration) in Undergraduate Admissions **BEFORE** dropping a course. For more information, contact them at (254) 968-9632 or immigration@tarleton.edu or Undergraduate Admissions in the Tarleton Center. Undergraduate students are required to be registered for 12 hours (all face-to-face or 9 face-to-face and 3 online.) Graduate students are required to be registered for 9 hours (all face-to-face or 6 face-to-face and 3 online). Be aware that if you drop a course and do not maintain the hours listed, your I-20 will be terminated.

SPECIAL PERMISSION COURSES

Depending on the student and/or the course, additional approval may be required before the drop can be processed.

Undergraduate students requesting to drop a course which requires special permission must contact the appropriate person listed below before submitting the course drop request form. ***The form will not be processed if the special permission form is missing.***

Special Permission: The following courses MAY be dropped ONLY under special circumstances.			
<u>COURSE</u>	<u>SPECIAL CIRCUMSTANCE</u>	<u>CONTACT PERSON</u>	<u>CONTACT INFORMATION</u>
UNIV MATH 0303, 0304	Extraordinary Situation: <i>If approved, both the "Developmental Drop Request/Approval" and course drop request forms must be submitted together to the Registrar's Office for processing.</i>	Director of Student Success Programs or designee	General Studies, Thompson Student Center, Room 15; 254-968-9480
MATH 1314, 1332	During 16 week semester, after midterms except with approval of Dean	Freshman Mathematics Coordinator or designee	Mathematics, Mathematics Building, Room 142; 254-968-9533
ENGL 1301, 1302	During 16 week semester, after midterms except with approval of Dean	Director of the Writing Program or designee	English & Languages; O.A. Grant Building Room 327; 254-968-9037