

Texas Woman's University
Office of the Registrar
Drop/Add

Doc Type: <u>DA</u>
Description: _____
For Office Use Only
Exempt Y N

*STUDENT ID: _____ *NAME (PRINT): _____, _____
(7-digit student ID#) LAST FIRST MI

*ARE YOU A STUDENT RECEIVING VETERAN BENEFITS? Yes No

*Semester (Term must be selected): SP SU FA *YEAR: _____ One semester per form. For additional semesters, use additional forms.

If your intent is to be removed from all courses for the term, you must instead initiate a term withdrawal. Withdrawing from a term will remove you from all courses within the selected term. It does not remove you from the university. You may initiate a withdrawal through the online term withdrawal request available at <https://twu.edu/registrar/dropping-courses-or-withdrawing/>.

*UNDERGRADUATES: Date student began attending a TX public college / university: _____ / _____

INSTRUCTIONS: Review the online Academic Calendar for deadlines to drop and add courses. <https://twu.edu/registrar/academic-calendars/>. The date that this form is delivered to the Registrar's Office determines whether it can be processed and if a refund for dropping is applicable. FINANCIAL AID RECIPIENTS: Check with Financial Aid on what effect dropping a course will have on your eligibility or deferment status. An add/drop fee will be charged for any changes made once late registration begins. *It is always recommended that you consult with your advisor before making a schedule change.

DROP COURSE PREFIX	COURSE NUMBER	SEC	DESCRIPTION/TITLE	Instructor Signature <small>(Required AFTER census for any term or session)</small>	OVERRIDE APPROVAL <small>(If required)</small>	SPECIFY OVERRIDE <small>(co-req, pre-req, etc.)</small>	DATE
Ex: ZOOL	2013	01	Human A&P I	Jill Pioneer	JPioneer	Co-requisite	01/04/25

ADD ALL REGISTRATION TO-DO LIST ITEMS MUST BE COMPLETED PRIOR TO SUBMITTING THIS FORM TO THE REGISTRAR'S OFFICE**

ADD Course Prefix	COURSE NUMBER	SEC	DESCRIPTION	DEPARTMENT SIGNATURE <small>Instructor, chair, or designee, if required</small>	OVERRIDE APPROVAL SIGNATURE <small>(If overriding)</small>	SPECIFY OVERRIDE <small>(co-req, pre-req, conflict, etc.)</small>	DATE
Ex: PSY	2023	01	Social Psychology	Jill Pioneer	F Reeno	Pre-requisite	01/04/25

Undergraduates may drop a course without penalty **before** the census date of each regular semester. However, **after the census date**, anyone enrolling for the first time in fall 2007 or later (at TWU or any Texas public higher education institution) is allowed only 6 unexcused drops during their undergraduate academic careers. Drops after the census day will count toward the 6-drop limit unless they are supported by timely, appropriate documentation and excused by the university review process. **By signing below, I acknowledge that I understand this policy.**

**UG DROP: List lab and lecture separately; however, when they are co-requisites, they will count as only one drop. Any "W" for which there is no documented and approved excuse counts toward the limit of 6 drops for designated students who started at any Texas college Fall 2007 or later and will be reflected on the transcript as "W&".

By my signature below, I accept responsibility for the accuracy of information on this form and additional tuition and fees that may result.

Student signature: _____ Date: _____

WHEN DIGITALLY SIGNED, THIS FORM MUST BE SUBMITTED FROM YOUR TWU E-MAIL ACCOUNT. IF AN APPROVAL OF ANY KIND IS DIGITALLY SIGNED, THE APPROVER MUST SUBMIT THE FORM FROM THEIR TWU FACULTY OR STAFF E-MAIL ACCOUNT. *Faculty or staff approvers: please cc the student on the form submission to registrar@twu.edu.

STUDENT ATHLETES Dropping a course requires signed approval from Athletics.

Athletics approval: _____ Date: _____

F-1 OR J-1 VISA HOLDERS dropping a course requires signed approval from International Affairs.

International Affairs Approval: _____ Date: _____