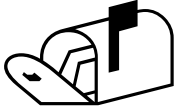
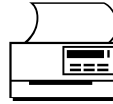


DROP COURSE REQUEST



Mail completed form to:
 Sam Houston State University
 Correspondence Course Division
 Box 2536
 Huntsville, TX 77341-2536



FAX completed form to:
 936.294.3703

Please print in ink or type:

Name (Last First, MI):	
Address:	
City:	State: ZIP:
Social Security Number:	Phone:
Course Prefix and Number (Ex: FCS 369):	Course Prefix and Number (Ex: FCS 369):

You may drop a correspondence course anytime before the final examination without academic penalty, and the course will not appear on your official transcript. If you open the final examination envelope, however, you may no longer drop the course and a grade will be assigned. Grades become a permanent part of the student's Sam Houston State University record.

REFUND POLICY

In the event a refund is granted, the following policy will apply:

Before the enrollment is complete	100%
1 week or less	80%
Between 1 and 2 weeks	60%
Between 2 and 3 weeks	40%
Between 3 and 4 weeks	20%
After 4 weeks	No refund

Signature

Date