



Sam Houston State University

A Member of The Texas State University System

Office: 936-294-1052

Fax: 936-294-1737

OFFICE OF THE REGISTRAR

DROP REQUEST

Note: Please review the Drop Limitations on the reverse side before completing this form.

Do NOT complete this form if you have taken the final for this course or if the final has been handed out. If it is determined that the final has been given, the grade earned will be reflected on your record.

Semester: Fall _____ Spring _____ Summer I _____ Summer II _____

Date: _____ **Sam ID/SSN:** _____

Last Name: _____ First Name: _____ M.I: _____

Telephone Numbers: _____ ; _____

Course Prefix and Suffix: _____ CID: _____
(Example: BIO 334) (Example: 4569)

I have read and understand the Drop Policy. I further understand that I will remain responsible for any and all debt incurred at Sam Houston State University. I also understand that if this form is faxed or mailed, I am responsible for verifying that it is received in the Registrar's Office by the deadline date. I also understand it is my responsibility to keep any and all documentation such as a fax confirmation or a certified mail receipt. In addition to this by signing this form I am stating that I have not taken any final exams in the semester in which I am dropping.

Student Signature: _____ Date: _____

Professor Signature: _____ Date: _____

The Professor's signature confirms that the final exam has not been given for this course.

For Office Use Only: Date _____ Processed by: _____

Sam Houston State University is an Equal Opportunity/Affirmative Action Institution

DROP POLICIES

SHSU FIVE DROP LIMIT

- Students will be allowed to drop (Q-drop) no more than five classes during their academic career at Sam Houston State University. Classes that are dropped prior to the 12 th class day will not be included in this calculation. Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop a class, a student will be required to remain in the class.
- This policy took effect in the start of the Fall 2004 semester. Any drops accumulated prior to the Fall 2004 will not be included in this calculation, nor will Q-drops from other universities.

SIX DROP LIMIT-STATEWIDE

- Under section 51.907 of the Texas Education code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause.
- Any college student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses.
- Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available.