UTEP **FACULTY DROP/REINSTATEMENT FORM**   **Registration & Records Office**

Student Information   Transaction Type(please select one):   DROP   REINSTATEMENT

Name _____

Last   **First**   **M.I.**

UTEP ID

| 8 | | | | | | |

Call Number / CRN	Subject	Course Number	Term

Reason for Drop (MARK ONLY ONE REASON):

TO CHECK SIX-COURSE DROP STATUS ON UNDERGRADUATES GO TO GOLDMINE AND REFER TO STUDENT SIX DROP COUNT LOCATED IN THE ADVISOR MENU UNDER THE FACULTY SERVICES TAB

Exempt (drop **does not** count toward six-course drop limit) **A grade of W is issued by Registration & Records Office if these reasons are checked.**	Non-exempt (drop counts toward six-course drop limit; additional information on the back of this form)
Medical (E1)	19 - Excessive absence
Family Medical (E2)	20 - Neglect
Death of Family Member (E3)	21 - Lack of Effort
Military Leave (E4)	00 - Other _____
Work Schedule (E5)	
Other (E6 / E7) _____	◆*This area also used for UG not affected by six-course drop policy and ALL GR & DR students* ◆
	Please Check grade to be assigned
	W F

If you drop a student from a course that is linked to a lecture or lab, or a course that is "co-requisite" to another, the department chair must approve the transaction.

Reason for Reinstatement (mark only one reason):

Faculty error	Arrangements made between instructor and student
Interdepartmental Error	Other _____

_____   _____
Instructor's Signature   Date

_____   _____
Department Chair's Signature   Date
(Required after Census Day for Reinstatements, "Automatic W" deadline for Drops)

_____   _____
* College Dean's Signature   Date
* (REQUIRED for Drops: Health Sciences, University College)
* (REQUIRED AFTER "AUTO W" for Drops: Engineering, Business, School of Nursing, Science)
* (NOT REQUIRED: Liberal Arts, Education)

RETURN COMPLETED FORM TO THE REGISTRATION AND RECORDS OFFICE.

R&R (Rev. 6/12) UTEPUC (all) UTEPGC (all) UTEPSoC (all)	Office of International Programs _____ Date _____	Miner Athlete Academic Center _____ Date _____
Date Processed	**Grade Posted**	**Course PoT/"AUTO W" Date**	**Processed By:**

Original—Registration & Records   Copy—Dean's Office

Drops made prior to the term's Census Day will be dropped from the student's record without a grade.

Students may be dropped for the following reasons:

Exempt (drop *does not* count toward six-course drop limit).
A grade of W will be issued automatically by the Registration & Records Office.

1. Medical – a severe illness or other debilitating condition is affecting the student's ability to satisfactorily complete the course.
2. Family Medical – the student is responsible for the care of a sick, injured or needy person and the provision of that care affects the student's ability to satisfactorily complete the course.
3. Death of Family Member* – the death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
4. Military Leave – the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause.
5. Work Schedule – the change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
6. Other good cause as determined by UTEP.
7. Other reason as described by the student.

Non-exempt (drop counts toward six-course drop limit).

Drops made after the term's Census Day through the Course Drop Deadline will be processed with a grade of W. Drops made after the Student Drop Deadline, mark a grade on the form: W (dropped), F (failing). Drops made after the Student Drop Deadline require the department chair's approval and signature. Some colleges also require the dean's signature.

1. Excessive absence – exceeded the allowed absences in your course.
2. Neglect – does not pay attention or care.
3. Lack of effort – does not meet course requirements.
4. Other – please explain.

* Family member includes spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling.

Six-Course Drop Limit

Under § 51.907 of the Texas Education Code, beginning Fall 2007 and thereafter, all first-year students enrolled for the first time at any Texas public college or university are limited to six course drops during their academic career. This includes student and faculty initiated drops and courses dropped at other Texas public institutions. This policy does not apply to courses dropped prior to census day or to complete withdrawals.

If the student is a first-time, first-year undergraduate student, and you check off any of the exempt reasons, the drop will be exempt from the six-course drop limit and you assign a grade of W for the drop.

However, if you check off any of the non-exempt reasons and you assign a grade of W for the drop, the drop will count toward the six-course drop limit. The Registration and Records office will automatically change the W to a WC, to indicate the "drop counts." If the student exceeds the six-course drop limit, the Registration and Records office will administratively change the W to a WF.

Faculty and Advisors

A six-drop count is available through GoldMine "Faculty and Advisor Self Services".
        Click on: Faculty Services> Student Information — Advisor Menu> Student Six Drop Count
A six-drop count is also available in Banner on the SZASDLM screen.