

Request to Drop Course Exceeding the Six Drop Limit

Return completed form to:
Office of the Registrar
Box 2029
Huntsville, TX 77341
936.294.1040

Student Name: _____

SSN/SAM ID: _____

Prior Drops: _____

Date of Request: _____

Reasons for Drop:

Deficient Hours Deficient Grade Point Average Other_____

As per Federal Regulations, a student who is not making reasonable academic progress can request to drop exceeding the six drop limit to the office of the registrar *if* the student falls under one or more of the following hardships:

- A severe illness or other debilitating condition that affects the students ability to satisfactorily complete a course;
- The student's responsible for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactory complete a course;
- The death of a person who:
 - Is considered to be a member of the student's family under a rule adopted by this subsection for purposes of this subdivision; or
 - Is otherwise considered to have a sufficiently close relationship to the student under a rule adopted under this subsection that the person's death is considered to be a showing of good cause;
- The active duty service as a member of the Texas National Guard or the armed forces of the United States;
 - The student; or
 - A person who is considered to be a member of the student's family under a rule adopted under this subsection for purposes of the subdivision.

NOTE:

- Request based solely on financial and/or emotional needs without sufficient explanation or documentation will not be accepted.
- If you do not meet one of the hardships above, you are not eligible for a request

SUGGESTIONS FOR WRITING YOUR REQUEST:

- Submit your request as soon as possible
 - In *Part I*, clearly explain how the circumstances prevented you from meeting academic progress standards, indicating if the problem has been resolved.
 - In *Part II*, provide relevant dates and supporting documents from appropriate third parties, such as instructors, doctors, counselors, clergy, ect.
- Examples of documentation, which might be used to support the request include the following:
 - Copy of death certificate, newspaper obituary for immediate family member;
 - Medical documentation pertaining to the time period in question and indicating that the student was unable to perform normal school-related activities;
 - Relevant documentation from a counselor, therapist, minister, priest, or social worker relating to emotional or family difficulties, which affected the students' performance.
 - Police reports of incidents in which the student was the victim, of a crime.

Mark the bubble that represents the reason for your request. Read and FOLLOW the instructions. ATTACH copies of supporting documentation, statements, or letters to your request.

- **DEATH OF A FAMILY MEMBER** (or a person considered to be a member of the student's family under a rule adopted under this subsection for purposes of the subdivision)
 - **Part I (CAUSE):** Explain the circumstances as to how their death affected your academic performance. Was this an unexpected death? Did their death occur during the semester you became deficient? What role did you play in their care? Were you the primary caregiver for this person and what was the reason you chose to be the caregiver? How long ago did this person die? Provide a photocopy of the death certificate, obituary notice or letter from the funeral home. Include in your statement, the deceased's name, their relationship to you and the date of death.
 - **Part II (SOLUTION):** Please explain what you have done to resolve the problem that prevented you from successfully completing your required hours. Did you seek counseling to deal with the death? Did you make an effort to make up the deficiencies after this death? What steps have you taken to ensure you will complete the upcoming semesters? Be very specific. We must have sufficient proof that you have taken steps to ensure you will make satisfactory progress in the future beginning with this upcoming term.
- **ILLENES OR INJURY:** You, your spouse, your dependent children, parents or siblings were injured or ill for an extended period of time. Explain at what time the injury or illness occur in relation to your enrollment. (Do not include childcare as a hardship since this would have been an issue if you work and before you enrolled for classes.)
 - **Part I (CAUSE):** Who was ill or injured? What was the illness or injury? How long was this person ill or injured? What were the restrictions, if any? Why was this person (if this person is not you) unable to care for self while you attended classes? Provide medical records, bills or doctor's statement. Provide names and relationships to you of the person who was ill or injured.
 - **Part II (SOLUTION):** What steps have you taken in case another illness or injury occurs to ensure you will be able to attend your classes and meet you academic obligations for the semester? Explain your plans in detail.
- **ACTIVE DUTY/ARMED FORCES:**

- **EXTENUATING CIRCUMSTANCES: You experience an unusual situation over which you had/have no control.** This unusual situation is not one of the categories above. Automobile accident, automobile breakdown, marital conflicts are examples of extenuating circumstances.
 - **Part I (CAUSE):** Explain the unusual situation and how it affected your academic studies. Include in your statement, what actions you took that semester to successfully complete your classes (i.e., did you ask for extra help from the professor? Did you have a study group? Did you seek tutoring? Did you seek counseling for study skills? When did you decide that you would drop or fail the class?
 - **Part II (SOLUTION):** Describe your plan of action. What steps have you taken to solve your problems? Have you sought marital counseling or resolved problems? Have you sought consumer credit counseling for you financial hardship? **Attach your supporting documents** such as a letter from a professor, accident report, marriage counselor, divorce attorney or copies of your repair receipts for your vehicle.

The Office of the Registrar will rule on the appeal. Any student submitting a request will receive a written response within ten (10) business days of the documentation arrival.

All of the information on this form and in the written appeal is true and complete to the best of my knowledge. I certify that I have read the instructions and understand that submitting an appeal along with supporting documentation does not guarantee an approval.

Signature

Date