



PETITION TO DROP A UNIVERSITY EXTENSION COURSE FOR UNDERGRADUATE STUDENTS

STUDENTS MUST USE THIS FORM AFTER THE DEADLINE HAS PASSED TO DROP A CLASS WITH NO SIGNATURES REQUIRED.

INSTRUCTIONS:

Completing the Form: All students are responsible for completing Section A and having their instructor complete and sign Section B.

- UT Austin students: if you needed your dean's office approval to enroll, you also need its approval to drop. Complete Section C.
- UT Austin International students: you need written permission from the International Office to drop a course. Complete Section D.

Turning this Form in: Refer to the UEX semester calendar (www.utexas.edu/ce/uex/calendar) for drop deadlines. The form must be turned in to the UEX office by the deadline to drop a class except for urgent and substantiated, nonacademic reasons.

SECTION A – TO BE COMPLETED AND SIGNED BY THE STUDENT

Name:	UT EID:
<small>First</small>	<small>Last</small>
Course Name/Number (ex. ACC 310F):	
Semester and Year:	Instructor:
Your signature:	

SECTION B – TO BE COMPLETED AND SIGNED BY THE INSTRUCTOR

Current Grade (please check): A___, A-___, B+___, B___, B-___, C+___, C___, C-___, D+___, D___, D-___, F___

Grade Basis (please check): exams ___ coursework ___ substantiated nonacademic reason___ other: _____

Instructor Approval _____ **Date:** _____

SECTION C – TO BE COMPLETED BY DEAN'S OFFICE IF REQUIRED (SEE ABOVE RULES FOR UT AUSTIN STUDENTS)

College/School _____

Dean's Office Approval _____ **Date:** _____

Graduate Office Approval (for graduate students) _____ **Date:** _____

SECTION D – TO BE COMPLETED BY THE UT INTERNATIONAL OFFICE (SEE ABOVE RULES FOR UT AUSTIN INTERNATIONAL STUDENTS)

UT International Office Approval _____ **Date:** _____

University Extension director's final approval _____ **Date:** _____

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