FACULTY DROP/REINSTATEMENT FORM

THE UNIVERSITY OF TEXAS AT EL PASO - REGISTRATION & RECORDS OFFICE

Student Informatio	on	Transac	Transaction Type(please select one): DROP REINSTATEMENT										
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Name				8									
Last	First		M.I.	0									
	Call Number / CRN	Subject	Course Nun	nber			Term						
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		on): TO CHECK SIX-COURSE D	PROP STATUS ON	UNDER	RGRA	DUAT	ES GO TO	GOLD	MINE OF	₹ SZASD	LM IN E	3ANNER	
Exempt (drop doe	Non-exempt (drop counts toward six-course drop limit;												
A grade of W is iss	additional information on the back of this form)												
Medical (E1)	ese reasons are chec	Red.	19 - Exc	essive	ah	sen	ce .						
Family Medica	20 - Neg		<i>-</i> u .	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•		rea is al I by six						
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Military Leave	00 - Oth		1101	·									
Work Schedule	` '		00 011									—	
Other (E6 / E7			Pleas	e C	heck	grade	to b	e assi	ned		—		
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		e department chair <i>m</i> on for Reinstatement						*					
Faculty error		,	Arrangemen	its ma	ide	betv	ween i	nstru	ctor a	nd stı	udent	:	
Interdepartm	ental Error	1	Other									_ [
Instructor's Signat			Date						Date	!			
Department Chair's Signature										Date	!		
(Required after Cer	isus Day for Reinstat	tements, "Automatic W	l" deadline to	or Dro	ps)								
* College Dean's S	 Signature									Date			
* (REQUIRED for Drops: Health Sciences, University College)								Date	ï				
		ps: Engineering, Busines	ss, School of I	Nursin	ıg, S	Scien	ce)						
•	Liberal Arts, Educati		•		_		-						
	RETURN COMPLE	ETED FORM TO THE R	EGISTRATIO	N AN	D F	RECO	RDS O	FFIC	Ε.				
Office of International Prog			ams	Miner Athlete Academic Center									
R&R (Rev. 2/09) UTEPUC 0809 097													
UTEPGC 0809 039												—	
UTEPSoC (all)	Date				Dat	e							
Date Processed	Grade Posted	Course PoT/"AUTO W" Da	te Processed	Ву:									

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.

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.

^{*} 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.