COURSE ADD/DROP FORM

Name _____ TC ID #_____ Semester_____
Last **First** **M.I.**

Part 1: Advising Center – Start Drop Process

A grade notation of W may be recorded for the course(s) listed on this form.

Add / Drop	Course number and section	Add / Drop	Course number and section
Add / Drop		Add / Drop	
Add / Drop		Add / Drop	
Add / Drop		Add / Drop	
Add / Drop		Add / Drop	

Student Signature:_____ Date:_____

Part 2: Financial Aid – Determine impact of drop

1. **Is student using financial aid to pay for classes? YES NO (If no, please sign and date)**
2. **Student's FA standing after drop will be Good Standing Warning Suspension**

Comments:_____
_____
_____

Student Signature:_____ Date:_____

Financial Aid/Advisor Signature:_____ Date:_____

Part 3: Advising Center – Complete Drop Process

1. **Student subject to 6 drop rule: YES NO**
2. **If subject to 6 drop rule, select your reason for dropping the course and provide a brief explanation below:**

◯ Medical Emergency (MED)	◯ Work Schedule (WORK)	◯ Military Leave (MIL)
◯ Family Crisis (FAM)	◯ Failure to thrive (F2TH)	◯ Other reason (DISC) (O) (DCSD)

Reason: _____
_____

◯ **Approved** – exempt from the 6-drop policy ◯ **Not approved** – course counts toward 6-drop limit
If not approved, you may appeal to VP of Educational Services. (Please see Advising Director for more information).

I am initiating this drop and take responsibility for the consequences that may occur pursuant to Section 51.907 of the Texas Education Code (relating to the 6 drop rule).

Student Signature:_____ Date:_____

3. **Student has been successfully dropped from the class(es) listed in Part 1.**

Advisor Signature:_____ Date:_____

(Advising – Rev. SP 15)