

Q-Drop Request Form

This form can be filled out with Adobe Acrobat and then printed for signatures.
Any questions may be directed to the Records Section 979-845-1003 or records@tamu.edu.

Last Name		First Name		Student ID	
Local Street Address			Local City, State , Zip		Contact Phone Number
Major Field of Study		Classification	Are you a degree candidate this term?		Are you a student-athlete?
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Check the semester for which q-drop is applicable: (current term only)					
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II <input type="checkbox"/> Summer 10-week YEAR: _____					
Course(s) for which Q-Drop is requested:					
Course prefix (ex: acct)		Course number (ex: 229)		Course section (ex: 501)	
Please select the SINGLE most important reason for requesting Q-Drop.					
<input type="checkbox"/> A. Conflict – employment/child care <input type="checkbox"/> B. Employed too many hours <input type="checkbox"/> C. Excessive course load <input type="checkbox"/> D. Medical <input type="checkbox"/> E. Financial <input type="checkbox"/> F. Death in the Family <input type="checkbox"/> G. Dropping out of Corps <input type="checkbox"/> H. Changing major <input type="checkbox"/> I. Dropping to add another course			<input type="checkbox"/> J. Not required for graduation <input type="checkbox"/> K. Do not have prerequisites <input type="checkbox"/> L. Cannot pass qualifying exam <input type="checkbox"/> M. Course too difficult <input type="checkbox"/> N. Not doing well in class <input type="checkbox"/> O. Missed too many classes <input type="checkbox"/> P. Difficulty with professor <input type="checkbox"/> Q. Professor hard to understand <input type="checkbox"/> R. Personal Other		
To be completed by Student			To be completed by Academic Department Or Dean's Office		
By signing this form I certify my understanding that hours for Q-dropped courses WILL NOT BE USED TO DETERMINE ENROLLMENT STATUS and I may no longer be considered full-time if my enrolled hours drop below the minimum required based on career level (undergraduate or graduate) and the term in which the drop occurs. I understand dropping below full-time status may adversely impact financial aid, eligibility for tuition rebate, eligibility as a dependent for insurance coverage, veteran's benefits, athletic eligibility, scholastic probation, eligibility for extracurricular activities and some types of employment, etc. INTERNATIONAL STUDENTS SHOULD RECEIVE PRIOR APPROVAL FROM INTERNATIONAL STUDENT SERVICES BEFORE DROPPING BELOW FULL-TIME.			Number of semester hours BEFORE drop: _____ Number of semester hours AFTER drop*: _____ * Student-Athletes (including practice players, managers, and trainers) MUST receive approval from Athletic Compliance before dropping below 12 hours in a fall or spring semester. These drops will be forwarded to the Office of the Registrar by Athletic Compliance for processing.		
Student Signature			Authorizing Signature of Dean and/or Department		
Date			Date		
For student-athletes dropping below 12 Hours in a fall or spring semester:					
Athletic Compliance		Date		Athletic Certification (Office of the Registrar)	
				Date	