Semester Course Drop/Transfer Request

Complete the fields below and then submit the form using the information below.

Student Information – Print or Type

UT EID:

Date of Birth:

Name:

| Last | First | M.I. |

Address:

| Street | | Apt. # |

| City | State | ZIP |

Email:

Phone:

Policies & Deadlines

Calendar: Refer to University Extension's semester calendar at extension.utexas.edu/calendar for relevant dates.

Refunds: A $150 administrative fee is assessed when dropping a course and requesting a full refund. No refunds will be given after the deadline listed in the calendar on the UEX website unless the class is cancelled.

Deadlines: You may only use this form up until the *last day to drop a class without permission*. Drop/transfer requests received after this date will not be accepted, and students will be required to submit a **Petition to Drop a University Extension Course** with appropriate signatures by the deadline noted on the UEX Calendar.

Student Acknowledgment

All transfer requests are subject to approval and fees may apply.

I understand there is an administrative fee when dropping during the deadlines stated in the UEX Calendar.

I understand that if there is a cost difference in a transfer course, payment is due at the time the request is made.

Student's Signature (Required):

Date:

Course Drop/Transfer Request

Course Prefix & Number	Course Title	Request
		Drop Transfer To (e.g. ACC 310F):
		Drop Transfer To (e.g. ACC 310F):
		Drop Transfer To (e.g. ACC 310F):

Course prefix, number, title and cost are detailed in the course listing on our website (extension.utexas.edu).

Reason for drop or transfer:

Contact & Submission Information

Address:
University Extension
The University of Texas at Austin
UTA Building, Suite 2.408
1616 Guadalupe Street
Austin, TX 78701

Email:
Scan and send as an email to uex@austin.utexas.edu. Be sure to include "Course Drop/Transfer Request" in the Subject Line.

Phone:
(512) 471-2900

Fax:
(512) 471-2905

Web:
extension.utexas.edu

Providing your date of birth is voluntary. Providing it will help University Extension track your records more accurately, and will facilitate transferring your college credit to another institution or program.