

Petition to Drop a University Extension Course

Students must use this form after the deadline has passed to drop a class with no signatures required.

Student Information – Print or Type

UT EID:
Name: Last First M.I.
Email:
Phone:
Course Prefix/Number:
Semester & Year:
Instructor:
Student's Signature (Required):
Date:

To Be Completed By Instructor

Current Grade: A A- B+ B B- C+ C C- D+ D D- F
Grade Basis: Exams Coursework Substantiated Nonacademic Reason Other:
Instructor Approval (Required):
Date:

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 "Petition to Drop a UEX Course" in the Subject Line.	Phone: (512) 471-2900	Fax: (512) 471-2905	Web: extension.utexas.edu
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To Be Completed By Dean's Office (If Required)

UT Austin Students: If you needed your dean's office approval to enroll, you also need its approval to drop. Complete this section.
College/School:
Dean's Office Approval:
Date:
Graduate Office Approval: For Graduate Students
Date:

To Be Completed By Texas Global* (If Required)

*Texas Global was formerly known as the UT International Office.

UT Austin International Students: You need written permission from Texas Global to drop a course. Complete this section.
Texas Global Approval:
Date:

To Be Completed By University Extension

Final Approval:
Date:
Deadlines Refer to the UEX semester calendar (extension.utexas.edu/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.