

# 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

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

## To Be Completed By Instructor

<b>Current Grade:</b> <input type="checkbox"/> A <input type="checkbox"/> A- <input type="checkbox"/> B+ <input type="checkbox"/> B <input type="checkbox"/> B- <input type="checkbox"/> C+ <input type="checkbox"/> C <input type="checkbox"/> C- <input type="checkbox"/> D+ <input type="checkbox"/> D <input type="checkbox"/> D- <input type="checkbox"/> F
<b>Grade Basis:</b> <input type="checkbox"/> Exams <input type="checkbox"/> Coursework <input type="checkbox"/> Substantiated Nonacademic Reason <input type="checkbox"/> Other:
<b>Instructor Approval (Required):</b>
<b>Date:</b>

## Contact Information

<b>Mail:</b> University Extension P.O. Box 7637 Austin, TX 78713-7637	<b>Drop off:</b> University Extension Development Office Bldg. 2901 North IH-35, Suite 2.200 Austin, Texas 78722	<b>Email:</b> 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.	<b>Phone:</b> (512) 471-2900  <b>Fax:</b> (512) 471-2905	<b>Web:</b> extendedcampus.utexas.edu/uex
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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.
<b>College/School:</b>
<b>Dean's Office Approval:</b>
<b>Date:</b>
<b>Graduate Office Approval:</b> For Graduate Students
<b>Date:</b>

## To Be Completed By UT International Office (If Required)

UT Austin International Students: You need written permission from the International Office to drop a course. Complete this section.
<b>UT International Office Approval:</b>
<b>Date:</b>

## To Be Completed By University Extension

<b>Director's Final Approval:</b>
<b>Date:</b>
<b>Deadlines</b> Refer to the UEX semester calendar ( <a href="http://extendedcampus.utexas.edu/uex/resources/calendar">extendedcampus.utexas.edu/uex/resources/calendar</a> ) 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.