

## 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](mailto:records@tamu.edu).

<b>Last Name</b>	<b>First Name</b>	<b>Student ID</b>
<b>Local Street Address</b>	<b>Local City, State , Zip</b>	<b>Contact Phone Number</b>

<b>Major Field of Study</b>	<b>Classification</b>	<b>Are you a degree candidate this term?</b>	<b>Are you a student-athlete?</b>
		<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)

Fall     
  Spring     
  Summer I     
  Summer II     
  Summer 10-week     
 YEAR: .....

**Course(s) for which Q-Drop is requested:**

<b>Course prefix (ex: acct)</b>	<b>Course number (ex: 229)</b>	<b>Course section (ex: 501)</b>

**Please select the SINGLE most important reason for requesting Q-Drop.**

- |  |  |
|--|--|
| <input type="checkbox"/> A. Conflict – employment/child care<br><input type="checkbox"/> B. Employed too many hours<br><input type="checkbox"/> C. Excessive course load<br><input type="checkbox"/> D. Medical<br><input type="checkbox"/> E. Financial<br><input type="checkbox"/> F. Death in the Family<br><input type="checkbox"/> G. Dropping out of Corps<br><input type="checkbox"/> H. Changing major<br><input type="checkbox"/> I. Dropping to add another course | <input type="checkbox"/> J. Not required for graduation<br><input type="checkbox"/> K. Do not have prerequisites<br><input type="checkbox"/> L. Cannot pass qualifying exam<br><input type="checkbox"/> M. Course too difficult<br><input type="checkbox"/> N. Not doing well in class<br><input type="checkbox"/> O. Missed too many classes<br><input type="checkbox"/> P. Difficulty with professor<br><input type="checkbox"/> Q. Professor hard to understand<br><input type="checkbox"/> R. Personal Other |
|--|--|

**To be completed by Student**

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.**

Student Signature

Date

**To be completed by Academic Department Or Dean's Office**

**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.**

Authorizing Signature of Dean and/or Department

Date

**For student-athletes dropping below 12 Hours in a fall or spring semester:**

Athletic Compliance	Date	Athletic Certification (Office of the Registrar)	Date
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