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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Local Street Address</th>
<th>Local City, State, Zip</th>
<th>Contact Phone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Major Field of Study</th>
<th>Classification</th>
<th>Are you a degree candidate this term?</th>
<th>Are you a student-athlete?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] No</td>
<td>[ ] No</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course prefix (ex: acct)</th>
<th>Course number (ex: 229)</th>
<th>Course section (ex: 501)</th>
</tr>
</thead>
</table>

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

[ ] B. Employed too many hours  [ ] K. Do not have prerequisites
[ ] C. Excessive course load  [ ] L. Cannot pass qualifying exam
[ ] D. Medical  [ ] M. Course too difficult
[ ] E. Financial  [ ] N. Not doing well in class
[ ] F. Death in the Family  [ ] O. Missed too many classes
[ ] G. Dropping out of Corps  [ ] P. Difficulty with professor
[ ] H. Changing major  [ ] Q. Professor hard to understand
[ ] I. Dropping to add another course  [ ] 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, academic 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:

<table>
<thead>
<tr>
<th>Athletic Compliance</th>
<th>Date</th>
<th>Athletic Certification (Office of the Registrar)</th>
<th>Date</th>
</tr>
</thead>
</table>
ACKNOWLEDGEMENT OF Q-DROP RESPONSIBILITY
Texas A&M University | Biology Undergraduate Programs

Students may drop a course or courses without penalty during the designated Q-drop period each semester. However, any decision to drop a course or courses may cause possible consequences for some students as outlined below. Your signature on this form indicates your understanding and acceptance of these conditions.

1) A student who drops below full time status, 12 hours, in any given semester may:
   • Become ineligible for certain campus activities (i.e. Corps of Cadets, NCAA athletics, club sports, fraternity or sorority pledging, campus or college organizations, etc)
   • Become ineligible for scholarships and other financial aid (Grants; loans) campus housing and/or Social Security or Veteran’s benefits
   • Jeopardize his or her health care coverage if the insurance company requires that the student be enrolled as a full time student.

2) International Students who wish to reduce their course load must submit a request to the International Student Services and receive permission in advance. Failure to drop courses without permission could violate visa/immigration laws.

3) Limits on Q-drops
   • Each student is allowed a maximum of four (4) Q-drops during their undergraduate career at Texas A&M University. (One-Hour courses are not counted towards the University Q-drop limit)

Q dropping a course is included in the excessive credit hours rule. For More information please go to http://registrar.tamu.edu/Catalogs-Policies-Procedures/State-Policies/Excess-Credit-Hours

Acknowledgement and Signature

I understand the conditions and possible consequences of this Q-drop request and accept full responsibility for my actions. It is my responsibility to make sure that this request is processed. However, I understand that if I have already used four (4) Q-drops, this request will not be processed.

I acknowledge that this is my [ ] 1st Q-drop [ ] 2nd Q-drop [ ] 3rd Q-drop [ ] 4th Q-drop

Are you a TAMU Varsity Athlete [ ] Yes [ ] No

Are you an international student [ ] Yes [ ] No

I understand that I will / will not (circle one) drop below 12 hours (full-time student status). ______(Initial)

The Q drop deadline for the ______________ (term) is ____________________ at 5pm Central time.

_____________________________ Student Signature ____________________________ UIN ____________________________ Date ____________________________
Fill out reverse side