

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.

Last Name	First Name	Student ID
Local Street Address	Local City, State, Zip	Contact Phone Number

Major Field of Study	Classification	Are you a degree candidate this term?	Are you a student-athlete?
		<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:

Course prefix (ex: acct)	Course number (ex: 229)	Course section (ex: 501)

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

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

Print

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