

Request for exception to withdrawal limitations

Note: Form must be submitted to the Registrar no later than withdrawal deadline for the course in which you are requesting an exception.

Student Name: _____ Student ID/SSN: _____

Course ID Number: _____ Course Number/Number/Section: _____
(ENGL-1301-001)

Course Title: _____
(FRESHMAN COMPOSITION I)

Semester: _____ Fall _____ Spring _____ Summer Year: _____

Reason for exception (Note: Supporting documentation required for all requests):

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
4. The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause.
5. The change of the student's work schedule that beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
6. Other: _____

For Office Use Only:

Request _____ Approved _____ Denied _____ Registrar: _____ Date: _____

Reason for approval/denial: _____ No supporting Documentation _____ Other: _____
