

Request for Exception to Withdrawal Limitations

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

Date: _____

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 Official Use Only:

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

Reason for Approval/Denial: _____ No supporting documentation: _____ Other: _____
