Undergraduate
Drop Tips and Hints

DROPS:

- When to use the **SREQ** drop reason codes:
  - If a student is dropping a course(s) but remaining in at least one course within the same session, please use SREQ.

- When to use the **SRAL** drop reason codes:
  - DYN/AO Courses-Always use SRAL.
  - Intersession Courses-Always use SRAL.
  - Students dropping ALL courses within the same term/session at the SAME time or on the SAME day-use SRAL
  - All other non-DYN/AO sessions-Always use SRAL when dropping the student's Only/LAST course within the same session.

- Students wanting to drop a course (remaining in at least one course for the term) AFTER the Drop Deadlines must file a Course Load Reduction request.
  - Supporting documentation is required.

- Students wanting to drop ALL their courses or their last course for the term AFTER the Drop Deadline must submit a Medical and Compassionate Withdrawal on the Dean of Students website. For questions about this process, please email dos@uta.edu.

  - See HOP Policy and HOP Procedures for both the Selective Course Load Reduction and Medical/Compassionate Withdrawal

- Students who have met the 6 Course Drop limit:
  - The 6 Course Drop Limit deadline is the Last Day to Drop a course for the term/session.
  - The deadline to submit a 6 Course Drop Limit Exemption is the Last Day to drop for that session.
    - If a request is received after this deadline, it will be denied. Please refer students to the Dean of Students for a Selective Course Load Reduction.
- Please note that if a student is requesting to drop **ALL** of their courses for the term, please submit a Class Roll Adjustment. Do not drop any of the courses. Please list all courses on the CRA, and our office will drop the student. A 6 Course Drop Limit Exemption is not the proper procedure.

CLASS ROLL ADJUSTMENTS:

- Please review the Class Roll Adjustment Guidelines and the CRA Flow Chart on when to submit a CRA.
- CRAs submitted once a Grade Roster is opened require a corresponding Grade Change for each course.
- Please do not submit a CRA to reinstate a student if they were dropped for non-payment.
- When requesting a refund, supporting documentation is required.
- When requesting to drop a student, supporting documentation is required (the dated and timestamped drop eform email is required).
- Departments are responsible for adding, dropping, or swapping students through the Census Date of each term/session.
    - Please only submit one term/session per CRA request as each term/session have their own refund calendar, Census data, and last day to drop.

- Departments are responsible for adding, dropping, or swapping students through the Census Date of each term/session.
  - Please only submit one term/session per CRA request as each term/session have their own refund calendar, Census data, and last day to drop.