



## Graduate 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 AFTER the Drop Deadlines must file a [Withdrawal and Drop Exception](#) form (late withdrawal form).
  - This form must have all required approvals from within the department.
  - This form must also have supporting documentation that meets the requirements listed at the bottom of the form.
- Students wanting to drop a course (remaining in at least one course for the term) AFTER the Drop Deadlines must file a [Withdrawal and Drop Exception](#) form (late withdrawal form).
  - This form must have all required approvals from within the department.
  - This form must also have supporting documentation that meets the requirements listed at the bottom of the form.
  - Please submit the approved form and supporting documentation with a CRA.
- Students wanting to drop ALL their courses or their last course for the term AFTER the Drop Deadline must submit a [Compassionate/Medical Withdrawal form](#) of the Dean of Students website. For questions about this process, please email [dos@uta.edu](mailto:dos@uta.edu).

### CLASS ROLL ADJUSTMENTS:

- Please review the [Class Roll Adjustment Guidelines](#) and the [CRA Flow Chart](#) on when to submit a CRA.
- CRA's 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. Students must file a [Reinstatement Appeal](#).



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- 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.