

**THE UNIVERSITY OF TEXAS AT AUSTIN
SCHOOL OF LAW
ADD/DROP FORM**

TNH 2.117

Student Affairs Office

232-1140

Last Name (Print) First M.I.

Student UTEID

Phone Number

E-mail Address

After all add/drops are processed, I will be registered for
this many semester hours:

Student's Signature _____
Date

PROCEDURES:

1. Complete all required portions of this form.
2. Verify all unique numbers.
3. Obtain required signatures.
4. Return form to the Student Affairs Office.
5. Keep a copy of signed form as proof of transaction.

**STUDENTS RECEIVING
FINANCIAL AID:**

If you are receiving financial aid, you must have the Financial Aid Office approval to drop a class after the 4th day of a semester (2nd day of a summer term).

Financial Aid Office's Approval _____
Date

INTERNATIONAL STUDENTS

To drop below nine (9) semester hours, international students must notify and have written signature of the International Office.

International Office's Approval _____
Date

DROP COURSE:

LAW _____
Course Abbreviation Course Number

Unique Number

DELETE DROP

Through the 12th day of a semester (4th day of a summer term), you may drop a course with a refund. Consult the Student Affairs Office.

Q DROP

From the 13th through the 20th day of a semester (5th through the 10th day of a summer term), you may drop a course with no refund with the professor's and Assistant Dean's approval. The symbol Q will be recorded.

Q/F DROP

After the 20th day of a semester (10th day of a summer term) through the last class day, you may drop a course with no refund, with the professor's and Assistant Dean's approval. The professor will determine whether the symbol Q or the grade F will be recorded.

PROFESSOR: ASSIGN Q or F: _____

Professor's Approval _____
Date

White copy: Registrar
Yellow copy: Student Affairs Office
Pink copy: Student

Academic Services Certification

NRRECS LOMAIN

ADD COURSE:

LAW _____
Course Abbreviation Course Number

Unique Number

Professor's Approval _____
Date
*Required after the 4th day of a semester (2nd day of a summer term).

**GRADE STATUS FOR DIRECTED RESEARCH
& STUDY COURSES ONLY:**

LAW _____
Course Abbreviation Course Number

Unique Number

Letter-grade basis

Credit/No Credit basis

FINAL APPROVAL:

Assistant Dean's Approval _____
Date

Comments