

PETITION TO DISREGARD A DROPPED COURSE UNDER THE "SIX DROP RULE" OF TEXAS STATE LAW (SB 1231, 80TH LEG.)



OVERVIEW: SB 1231 was passed by the 80th State Legislature and signed into law effective on the 12th class day of the fall 2007 semester. The law only applies to students who began matriculation with, or subsequent to, this semester. The law limits such students to a maximum of **six dropped courses** attempted at **any Texas public college/university**. **Exceptions may be granted only under the documented circumstances listed below. For definitions and additional information, contact the Registrar's Office (409) 880-8362.**

[INSTRUCTIONS: TO REQUEST THAT A DROP BE EXEMPT, CLAIM ONE OR MORE OF THE FOLLOWING BY CHECKING (✓) THE APPROPRIATE BOX(ES). ONE FORM MUST BE COMPLETED FOR EACH COURSE DROP EXEMPTION REQUESTED.]

- 1. The student is **withdrawing** from Lamar University (**attach approved withdrawal notice**)
- 2. The student's **work schedule** has been changed so that he/she is unable to satisfactorily complete the course (**attach original letter signed by employer**)
- 3. A **severe illness** or other debilitating condition that affects the student's ability to satisfactorily complete a course (**attach medical notice signed by medical professional**)
- 4. The student's responsibility for the **care of a sick, injured, or needy** person if the provision of care affects the student's ability to satisfactorily complete a course (**attach medical notice signed by medical professional**)
- 5. The **death** of a person who:
 - o Is considered to be a member of the student's family under a rule adopted under this subsection for purposes of this subdivision; or
 - o Is otherwise considered to have a sufficiently close relationship to the student under a rule adopted under this subsection that the person's death is considered to be a showing of good cause (**attach obituary/death certificate**)
- 6. **Active duty service** as a member of the Texas National Guard or the armed forces of the United States of the student; or a person who is considered to be a member of the student's family under SB 1231 subdivision (**attach military orders**)
- 7. SB 1782 – A 24 month (or greater) stop out from higher education, allowing one additional drop (this includes all public institutions).
- 8. Any **other reason** deemed appropriate by Lamar University (**attach memorandum from Dean or Vice President stating and approving reason**)

BY SIGNING BELOW, I CERTIFY THE INFORMATION PROVIDED ON THIS FORM & IN THE SUPPORTING DOCUMENTS IS TRUTHFUL & ACCURATE.

Name (Please Print) _____ Signature _____ Date _____ LU ID# _____

CRN, Course Prefix, Number, and Section _____ Semester and Year _____

ATTACH COMPLETED & SIGNED DROP SLIP & SUPPORTING DOUCMENTS TO THIS FORM & SUMBIT TO: RECORD'S OFFICE, WIMBERLY BUILDING, ROOM 102, CAMPUS BOX 10010

*In determining the number of courses dropped by a student for purposes of this law, a course, such as a laboratory or discussion course, in which a student is enrolled concurrently with a lecture course is not considered to be a course separate from the lecture course if concurrent enrollment in both courses is required & in dropping the lecture, the student would be required to drop the lab, discussion, or other course. **Procedures:** a) the student petitioner completes the course drop process, b) the petitioner completes this form (one for each excused drop requested) and assembles the required documentation, c) the completed form and supporting materials are submitted to the Office of the Registrar at least one week prior to the final examination period, d) the Registrar reviews and grants/denies the request or submits the request to the University Registration & Grading Committee or a decision, e) all decisions shall be available from the Registrar no later than the first day of final examinations, f) denials may be appealed, in writing, by the petitioner to the Senior Associate Provost (104 Plummer) within five days of notice of decision, g) the Senior Associate Provost's decision is final.