

The University of Texas of the Permian Basin/ Office of the Registrar

DUAL CREDIT STUDENT DROP

Student Name _____ Phone # _____ Date _____

Student UID# _____ Semester _____

Course Number _____
DEPT. (HIST, ENGL ETC.) NUMBER (1301, 1302, ETC.) SECTION (701, 001, ETC.)

Course Title: _____ Instructor: _____

Student's Signature _____ UTPB Instructor's Signature _____

H.S. Principal or Designee Signature _____

of Credit Hrs. registered for prior to Dropping this course _____ # of Credit Hrs. registered after Dropping this course _____

OFFICE USE ONLY: Received by _____ Date Received by Records Office _____

30+ HOUR RULE (FOR FRESHMEN ENTERING AFTER FALL 2006)

Beginning the Fall 2006 Semester, first time freshmen, and entering freshmen thereafter, will be under the 30 Plus Hour Rule. The rule states that students who attempt more than 30 credit hours over their degree plan at Texas State funded institutions of higher education and have not yet earned a baccalaureate degree will be charged out-of-state tuition. Attempted hours include hours a student is registered for through the census class day. Any courses dropped prior to the census class day will not be considered attempted hours by the State. Students who have transcribed course work prior to the Fall of 2006 are grandfathered from the 30 Plus Hour Rule but may fall under the 45 Plus Hour Rule.

Registrar's Office Fax Number: 432-552-3635

Steps to drop:

1. Student completes form and signs
2. Instructor approves drop and signs the form. If it is not physically possible to get the instructor's signature, then attach an email from the instructor giving permission to drop.
3. High school counselor signs the form and faxes it to the Registrar's Office, **432-552-3635**.
4. The drop is not complete until the Registrar's Office receives and processes the drop form.
 - Students should check their Campus Connect account to ensure the drop has been completed.
 - There is a deadline for dropping classes. Please refer to the UTPB academic calendar, the date marked, "Last day to drop a course or withdraw from the University" is the last date you can drop your class.