



Student Initiated Drop Form

Instructions - Complete all sections. (Drop is not official until form is returned to Admissions and Records.)

Complete form online or print clearly in black ink. If you do not know your Student ID # or the course information, login to the Texan Connect. Your Student ID number is listed on the top left hand corner below your name. The course information can be found under the Course Plan Menu. **(The course information must be correct.)**

Return the completed form to the Admissions and Records Office on the Levelland Campus or a Student Support Center at the Reese Center, Lubbock Center, or Plainview Center. You must present your Student ID or appropriate picture ID to complete the drop.

Please Note: Your course drop could affect your financial aid.
Please check with your financial aid advisor before you drop your class(es).

Section 1:

Student ID #: _____ Last Name: _____ First: _____ M: _____

Date of Birth: _____ Year of High School Graduation or GED: _____

Have you previously attended any other college (including South Plains College) prior to **Fall 2007**? ☐ No ☐ Yes

Section 2:

IMPORTANT INFORMATION * PLEASE READ***** Effective Fall 2007 Semester, students who enroll in college for the first time during the fall 2007 academic term or any term subsequent to the fall 2007 term, an institution of higher education may not permit an undergraduate student to drop a total of more than six (6) courses, including any course a transfer student has dropped at another institution of higher education, unless the student is dropping because of one of the following reasons:

(Please check applicable reason for drop.)

- ☐ 1. Severe illness or other debilitating condition
- ☐ 2. Care of sick, injured, or needy family member or close relationship
- ☐ 3. Death of a family member or close relationship
- ☐ 4. Deployment of student, a family member, or close relationship
- ☐ 5. Change in student's work schedule
- ☐ 6. Other good cause: _____
- ☐ NR - None of the reasons listed above apply to me; therefore, I understand that the dropped course(s) is/are considered **"unexcused"** and subject to the 6 drop limit.

Section 3: Complete withdraws are initiated in the Advising Center. DO NOT USE THIS FORM.

Current Semester: _____ Year: _____

Note: A developmental course may not be dropped if the course is for TSI Compliance.

DEPARTMENT	COURSE NO.	SECTION NO.		

Print Form

Reset Form

Student's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Processed by: _____ Date: _____ Termcode: _____ Grade: "W" Paid: Yes No