Administrative Drop, Medical Drop, and Course Incomplete

**Administrative Drop**
Instructors may not drop students for non-attendance. See the Information Bulletin online for more information. (http://www.utsa.edu/infoguide/) In instances after the drop date where there are documented extenuating circumstances, an undergraduate student should initiate the process by contacting you. If you believe a “drop” is warranted, contact an Associate Dean for further direction. The criteria for granting administrative drops include urgent and substantiated, nonacademic reasons or extenuating circumstances that directly affect the student and are beyond the student’s control such as illness or hospitalization.

**Medical or Mental Health Drop**
For a medical drop, the student should contact Health Services (http://www.utsa.edu/health/) and write a letter requesting course-load reduction due to a medical condition and provide supportive documents. For a mental health drop, the student should contact Counseling Services (http://www.utsa.edu/counsel/) and write a letter requesting course-load reduction due to a mental health condition and provide supportive documents. Health Services or Counseling Services will take it from there.

**Course Incomplete**
To eligible for an incomplete, students must have completed at least three-fourths of the course and be passing. To give a student an “Incomplete” in your course, you should fill out the Requirements for Removal of Incomplete form online via ASAP at the time grades are due. Your department may have additional guidelines regarding incomPLEtes. The grade “IN” is given by an instructor to indicate that some part of the work of a student in a course has, for good reason, not been completed, while the remainder of the student’s work in the course was satisfactorily completed. The Incomplete allows a student to complete the course without repeating it. A grade of Incomplete may not be assigned when a definite grade can be given for the work done.

Whenever a grade of Incomplete is assigned, the instructor is required to submit requirements for removal of the Incomplete. Although the student has a maximum of one year to complete the course requirements, the instructor may set an earlier deadline. After course requirements are fulfilled, the instructor will submit a change of grade form. You should check ASAP to be sure the change of grade has been processed.

In undergraduate courses, incomplete work must be made up no later than the end of the final examination period one year from the semester the Incomplete was received and before the student’s graduation. **A student cannot graduate with an “IN” grade on the transcript.** If the work is not completed within this time, the “IN” is automatically changed to a grade of “F” or “NC.”

**UNDER NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.**
Request for Administrative Drop

Directions: Complete this petition, providing answers to all questions. Attach any additional explanation that you believe supports your request. Incomplete petitions will not be approved.

Name: _________________________________ Student ID @___________________________

Address: ___________________________________ Phone: ____________________________

City: ___________________________ State: ____________________ Zip Code: ___________

Email Address: _________________________________________________________________

CRN: _______________ Course Number ________________ Instructor: __________________

Course Name: ____________________________________________ Semester: _____________

REQUIRED: Why do you believe an Administrative Drop is warranted? Attach any additional justification or explanation that may have a bearing on the decision regarding your request.

Student Signature: ______________________________________ Date: ___________________

Faculty Response: (check one) I ________recommend ________ do not recommend approval of this petition and request the grade of (circle one) F or W.

Faculty ______________________________________________ Date: __________________

Additional comments:

This petition has been _____ approved _____ disapproved _____ approved with conditions:

Dean Signature: ______________________________________ Date: ____________________