



COURSE ADD OR DROP REQUEST

If you wish to drop or add a course but still be enrolled in at least one other course for the same term, please complete and submit the information below. Dropped course(s) prior to Census Day will not have a grade assigned. Please refer to the GGHSON Academic Calendar for term dates to include part of terms (POTs). The GGHSON Academic Calendar may be reviewed within the Office of Student Affairs Webpage; [click here](#). Courses added will require immediate payment. A late fee may apply. **You may not use this form if you are trying to drop all your courses**, which would constitute a withdrawal from Texas Tech University Health Sciences Center El Paso. You must complete the Withdrawal Request Form if you are withdrawing. Requests for drops after the established term or POT drop deadline date (after the deadline of Last Day to Drop with a "W") will not be processed, and you will receive a grade in the class. It is recommended that you contact the Financial Aid Office and Student Business Services to inquire about the financial implications. You may access the refund policy within the SBS Webpage; [click here](#).

This form must be received by 5 P.M. Mountain Standard Time, or the request will be processed the following business day.

Date: Semester: Program:
Student ID (R#): Student Name:
Email:

Please list the course(s) you wish to add or drop:

CRN #	Subject	Course #	Section #	Action
Example: 10323	GNUR	3331	1	Add or Drop

If dropping a course. Please select the single most important reason for requesting a drop:

- Medical
- Financial
- Death in the Family
- Not doing well in class
- Other
- If other, please explain

By completing and submitting this form

I acknowledge that I have met with my faculty advisor or assistant dean to review the program's impact on my degree plan.

I certify my understanding that hours for dropped courses may impact the 3-repeat rule ([TEC 54.014](#)), graduation date, and the six drop rule ([TEC 51.907](#)).

I understand that I may no longer be considered full-time if my enrollment hours drop below full-time status.

I understand dropping below full-time status may adversely impact financial aid, scholarships, eligibility as a dependent for insurance coverage, and veteran's benefits.

Student Signature

Date

To begin the drop process please see your Assistant Dean for Undergraduates students or Program Director for Graduate students for approval and submit this form to the registrar's office before the deadline as indicated on the current academic calendar.

Assistant Dean

Date

Office of the Registrar

Processed by: _____

Date: _____