

Administrative Drop, Medical Drop, and Course Incomplete

Administrative Drop

Instructors may not drop students for non-attendance. See the Information Bulletin on line 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 on line 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.

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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:** _____