Withdrawal Form
Drop/Add
Office of Academic Affairs
Registrar: registrar@bua.edu

PERSONAL INFORMATION (PLEASE PRINT)

Name _____ SSN or Student ID# _____

Address _____ City _____ State _____ Zip Code _____

Phone Number ( ) _____ Email Address _____

- ☐ DROP COURSES
- ☐ WITHDRAW COURSES
- ☐ ADD COURSES

Course number	Course Name	Professor's Signature	Date

Course Number	Course Name	Professor's name	Date

Year: _____

Academic Period:
- ☐ Fall
- ☐ Spring
- ☐ Summer

Activity: Late Add: _____ Late Drop: _____

Explain the reason you are withdrawing the courses:

_____
_____
_____
_____

Drop Policy for Undergraduate Students Subject to Senate Bill 1231

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses after the deadline date, including any course a transfer student has dropped at another institution of higher education." In other words, you can drop only six courses during your entire undergraduate program

1. Students should consult with their academic adviser before making any course changes.
2. The late course drop period starts after the drop period ends and continues to the published late drop deadline.
3. All changes should be done through the student portal in the cams system.

Student Signature: _____ Date: _____

Academic Advisor Approval: _____ Date: _____

Financial Aid Approval: _____ Date: _____

Registrar Department Approval: _____ Date: _____

Students are allowed to make only two schedule changes. After the second change there will be a $25.00 fee for every change.