

## Frequently Asked Questions

### **When is the deadline to submit a Drop by Instructor request?**

The deadlines can be found at the Drop by Instructor login page. Here is the link to the portal <https://enrollment.utrgv.edu/OnlineDrop>.

### **Is my request automatically processed?**

No, the request is reviewed by the Office of the University Registrar to determine if the request can be processed.

### **Can I cancel my request after I submitted it?**

The request cannot be canceled once it has been submitted via the portal. However, if the request has not been processed by Office of the University Registrar, then email Esteban Martin at [esteban.martin@utrgv.edu](mailto:esteban.martin@utrgv.edu) immediately requesting to cancel request. When emailing make sure the subject line is "Drop by Instructor Request Cancellation" and that the email body states requesting to cancel the request. Please include in the email CRN, Course, Term, Student ID and Student Name.

### **My request has been processed can I cancel my initial request?**

No, the student will need to appeal the drop and the student may do so by going to [Vaqueros Report It](https://www.utrgv.edu/student-life/report-it/index.htm). Here is the link to that site <https://www.utrgv.edu/student-life/report-it/index.htm>, and the student will select Review of Faculty Drop from Course.

### **Can I submit a request after the deadline via email?**

No, requests are only allowed via drop by instructor portal during the allowed period. A final grade will need to be assigned during the grading period.

### **Do I submit a drop request on behalf of the student?**

Students have access to ASSIST to drop classes from their class schedule. Also, students can reach out to [registrar@utrgv.edu](mailto:registrar@utrgv.edu) or visit a U Central location should they have any questions or encounter any issues when dropping.

### **Is there a form that the student must submit to drop a class?**

Yes, and the form is called 'Drop by Student Form'. The student forms can be found by following this [link https://www.utrgv.edu/ucentral/student-resources/student-forms/student-enrollment-forms/index.htm](https://www.utrgv.edu/ucentral/student-resources/student-forms/student-enrollment-forms/index.htm). The student may also visit one of our U Central locations for any questions the student may have.

### **Will the student appear in my ASSIST grade roster when a request is approved?**

Yes, the student will appear in the grade roster if the drop was processed after the census day. An approved Drop by Instructor request will show the student with a grade of 'DR', which cannot be changed. ASSIST is the official roster when grading.

**I reported a student as “Never Attended” on my attendance verification submission. Do I still need to submit a drop request?**

Please note that a student designated as never attended will remain on your class roster. Please submit a drop request if you would like to have the student dropped.

**Will the student appear in Blackboard when a request is approved?**

The student will appear in your Blackboard roster, but the student will no longer have access to course material. You may contact COLTT for any follow-up questions at <https://www.utrgv.edu/online/about-us/contact-us/index.htm>.

**If I submit a request to drop a student from a course that is considered linked, will the student be dropped from both lecture and lab?**

Yes, a request to drop a student from a linked lecture/lab course will require us to drop the student from both lecture and lab. Some examples of linked courses are *ASTR-1401*, *ASTR-1402*, *BIOL-1406*, *BIOL-1407*, *BIOL-2401*, *BIOL-2402*, *BIOL-3403*, *CMPE-3437*, *MARS-4402*, etc. Our office is aware of these linked courses and will drop accordingly.

**Do students follow a different drop deadline?**

No, students have the same drop deadline as instructors. Here are links to our academic calendars.

- Traditional – <https://www.utrgv.edu/academics/general-acad-calendar/index.htm>
- Accelerated Online Programs – <https://www.utrgv.edu/academics/general-acad-calendar/accelerated/index.htm>