

Student Appealing a Drop by Instructor

The student will be sent an email that a drop has been processed (*see image below*). The student may appeal the drop and must be done as soon as possible by going to [Vaqueros Care Grievance Report It Form](https://cm.maxient.com/reportingform.php?UnivofTexasRGV&layout_id=2). The complete link to the appeal form is https://cm.maxient.com/reportingform.php?UnivofTexasRGV&layout_id=2

Sample email:

Dear Vaquero Orange, SID: 12345678,

This email serves as notification that you have been dropped from the class below at the request of your instructor. Your academic record in ASSIST has been updated to reflect a grade of 'DR' for dropped.

CRN: 12345

Course: UTRGV 9999

Term: Spring 2022

Instructor: Faculty Vaquero

If you wish to dispute being dropped from this class, you can request a review of this decision by submitting a request here: https://cm.maxient.com/reportingform.php?UnivofTexasRGV&layout_id=2.

Sincerely,

Office of the University Registrar