

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 against the drop and must be done as soon as possible by going to [Vaquero Report It - Review of Faculty Drop from Course](#). The complete link to the appeal form is <https://www.utrgv.edu/student-life/report-it/index.htm>.

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

Things to Know

- ❖ An approved appeal resulting in reinstatement is final. Reinstatement does not entitle the student to submit late work, take makeup exams, or receive special consideration. The student's sole entitlement is to earn a final grade based on course performance, including any existing academic deficiencies.
- ❖ Duplicate drop requests for the same student and CRN will not be permitted within the same term.