The University of Texas
RioGrandeValley

Submitting a Drop by Instructor Request

1. Login to online portal at **https://enrollment.utrgv.edu/OnlineDrop** using your UTRGV credentials.

Please Sign in with your UTRGV account

Username:

👤 @utrgv.edu

Password:

🔒 UTRGV Password

☑ Remember me on this computer

Login...

The Drop by Instructor allows an instructor to submit a request to drop a student from the instructor's course if the student exceeds the noted attendance and/or missed assignment policy outlined in the course syllabus. The instructor may use this portal to submit a Drop by Instructor request within the allowed dates noted below for the respective term.

A request submitted does not mean a student will be dropped. The Office of the Registrar will review the request and provide a final decision after their review. An approved request will result in the student receiving a grade of DR.

2. Your assigned course(s) for the allowed term(s) will be displayed.

👤 Welcome, ban.test04@utrgv.edu!
↪ Logout

UTRGV Online Drop by Instructors

> 🖊 Submit New Drop   ☰ Request History

Please select the course to start

	Term	CRN	Course	Section	Submission Start	Deadline to Submit
Select	Spring 2022	50373	CLSC 5227	B	1/17/2022	4/11/2022
Select	Spring 2022	50317	BIOL 24024	B	1/17/2022	4/11/2022

3. Click on **Select** for the course you will submit a drop request for. This will direct you to the Submit New Drop page.

4. Here the instructor will enter the student ID then click on "Get Data" to retrieve student name and email.

Submit New Drop (* All fields are required. Enter student ID and click "Get Data" to fill student information.)

Term:	Fall 2021	**Course:**	SOCW 6341
CRN:	17099	**Section:**	02V

Student ID: 11111111   [Get Data]

Student First Name: Ban

Student Last Name: Test

Student Email: ban.test@utrgv.edu

Reason for Drop: -Select-

5. A 'Reason to Drop' must be selected.

Reason for Drop: -Select-

- -Select-
- Excessive Absences
- Never Attended
- Stopped Attending

     a. Excessive Absences
     b. Never Attended
     c. Stopped Attending
        • When selecting this reason, a last attendance date will need to be selected.

6. Before submitting a request, the instructor must acknowledge the two bullets by checking them off.

☑ By checking this box I acknowledge I have reached out to the student in an attempt to re-engage him/her and (s)he is aware of my intent to submit this drop request.

☑ By checking this box I understand the student may request that (s)he be reinstated into the class. If that is the case, I will enter the final grade earned as part of the final grading process in ASSIST.

[Submit]   [Cancel]

7. Click "Submit" so that request is routed to Office of the University Registrar for review or "Cancel" to discard request.

Things to Know

❖ A confirmation email will be sent to the instructor for each request submitted, acknowledging receipt by the Office of the University Registrar.

❖ The student will receive an email notification indicating that a Drop by Instructor request has been submitted for the specified course(s).

❖ Once a decision has been made, a confirmation email will be sent to both the instructor and the student.

❖ Instructors may review previously submitted requests by selecting "Request History."

❖ Duplicate drop requests for the same student and CRN will not be permitted within the same term.

❖ 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.