Message from CNS Dean's Office, Student Division

Please note the deadline for Q drops, pass/fail, and withdrawal for the spring 2020 semester has been extended to May 29th by 5 p.m. (one week after grades are submitted). Requests can be made online using the instructions below.

All requests listed below MUST include picture of state issued photo ID (UT ID, drivers license or passport).
Request should be sent from your official UT email account.

Friday, May 29th, 5 p.m. is the deadline for the following.

Students with questions about how pass/fail or Q drops affect their Financial Aid, Scholarships, Veteran Benefits, NCAA Eligibility or Visa status, should contact the appropriate office prior to requesting the drop or pass/fail.

1. Drop a course: will indicate a Q on your transcript, no refund.

Send email to: CNSinfo@austin.utexas.edu
Subject: drop request
Include: Name, EID, Course (i.e., M408C), Unique #, and picture of state issued photo ID

If you have questions about your drop, please send request and question to your advisor.

International students may verify they are eligible to drop by contacting the ISS Hotline at hotline@austin.utexas.edu

You will NOT have to use your One-Time Exception (OTE) Q drop since the deadline for all Q drops is now May 29th for the spring 2020 semester. All drops in spring 2020 will be designated as non-academic and will not count towards the 6 drop limit.

2. Withdraw from all classes: will indicate a W on your transcript, no refund.

Send email to: brandon.crabtree@austin.utexas.edu
Subject: withdrawal request
Include: Name, EID and picture of state issued photo ID

Brandon Crabtree will contact you to schedule a brief meeting with a nonacademic counselor to finalize the withdrawal.

3. Change grade status to pass/fail or from pass/fail to letter grade:
For the spring 2020 semester only, you may opt to change any course* to a pass/fail basis and still count it towards degree requirements, prerequisites for future courses, and internal transfer requirements.

*Exception: Courses taken to meet professional school accreditation requirements may still require a letter grade. Consult with your academic advisor before making any changes.

There is no limit to the number of courses you can opt to take on a pass/fail basis during the spring 2020 semester.

Send email to your academic advisor.
Subject: pass/fail request
Include: Name, EID, Course (i.e., UGS 303), Unique # and picture of state issued photo ID

Student must agree to the following: Student understands that a D- or above will earn credit. An F = F.

---

Nonacademic Concerns Impacting Coursework:
If at any time this semester you experience any significant personal difficulty, particularly if it is beginning to impede your academic progress (affecting coursework), please contact a CNS nonacademic counselor right away. To schedule a phone appointment, e-mail Brandon Crabtree at brandon.crabtree@austin.utexas.edu with several days/times you are available and include your UT EID.

Counseling Services:
Students in crisis should call 512-471-3515 (Monday-Friday 8am-5pm) or the Crisis Line at 512-471-2255 (24 hours a day).

The College of Natural Sciences also has a CMHC Counselor, Andrea Ortega, LCSW, on staff to meet specifically with CNS students. Andrea is available by phone through the end of the semester. Call 512-471-7162 to make an appointment. Common reasons students may talk to Andrea include getting help with stress, family pressure, test anxiety and anything else that might be getting in your way.

For any questions, please e-mail your advisor or CNSinfo@austin.utexas.edu