

Lee College

Request for Six –Drop Exemption

Student Name:

LC ID:

Phone:

Semester:

I request to be exempt from the requirements of the Six-Drop Limit regulations for the reason identified below. I understand that I must provide documentation in accordance with the College’s policy.

Documentation must be received by the end of the term in which the exemption is requested.

Severe illness or other debilitating condition
Documentation required: Doctor’s statement

Care of a sick, injured or needy person
Documentation required: Statement from doctor or statement from the person needing care

Death of a family member or another person who is otherwise considered to have a sufficiently close relationship
Documentation required: Death Certificate or obituary notice

Active duty service with the Texas National Guard or other armed forces by the student, a family member or a person who has a sufficiently close relationship
Documentation required: Orders from service

Change in work schedule that is beyond the control of the student
Documentation required: Statement from employer

Other: (Student must write a letter regarding the reason.)
Documentation required: **Additional supplemental documentation may be required.**

I request exemption from the courses listed below.

Course	Number	Section
MATH (Example)	1325 (Example)	F01 (Example)

Student Signature:

Date:

Office use only

Date Received:

Processed by:

Appeal Details: