**UTSA Honors College Exit Form**

Students who have determined that they no longer wish to complete Honors College requirements and no longer want to graduate from the Honors College may elect to exit the college at will. To exit the Honors College, students are required to complete and submit the following form **and** bring the form to the Honors Experiential Learning Lab, GSR 1.204, to review it with a Counselor or Honors Staff Member.

**IMPORTANT, READ AND CONFIRM THE FOLLOWING BEFORE COMPLETING THIS FORM**.

Exit forms must be submitted by the designated Census Date for each term, for the Honors fees to be refunded for the semester the student is exiting. Any exit form submitted after Census Day will be processed on or after Nov. 1 for fall and April 1 for spring, meaning that all Honors coding will stay on your account until after these dates. We are not able to remove coding prior to these dates.

1. Students with UTSA scholarships – please be aware that exiting the Honors College may impact any Honors related scholarships or endowment funds you are receiving. You must meet with an Honors Counselor or Staff Member in the Honors ELL (GSR 1.204) before the exit form can be processed.
2. Students in special programs (example: College of Science Honors) must check with their program first before exiting Honors. Some programs have requirements where students must be in the Honors College to remain in the program.

|  |  |
| --- | --- |
| Student Name |  |
| Student ID (abc123 and Banner @) |  |
| Major |  |
| Current UTSA GPA |  |
| Classification (FR, SO, JR, SR) |  |
| Term Exiting Honors (semester/year) |  |
| Are you receiving any UTSA scholarships or endowment funds? **Must answer Yes or No** |  |
| Are you in a special program that is tied to the Honors College? If so, which one? |  |
| Are you leaving UTSA or continuing as a student?  |  |

Reasons for Exiting the Honors College (Students may also include a typed letter detailing their reasons for exiting):

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**The following is to be completed by Honors College Academic Counselor/Staff Member during Exit Interview:**

|  |  |
| --- | --- |
| Term admitted to Honors (Banner) |  |
| Admit status (FTIC, Current, Transfer) |  |
| Scholarship status checked (Debra & Stacie Teams Message) |  |
| Special programs checked (verbal with student, then Banner) |  |

Honors Counselor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_