

Course Add/Drop

Original Implementation: April 27, 1986

Last Revision: July 28, 2015

Students may add courses through the second class day during the summer semesters and through the fourth class day during the fall or spring semesters. Academic unit chairs/directors will reconcile class schedules by the official reporting date. Students may drop classes through five working days past mid-semester or mid-session as applicable. A student may not drop a course after these dates, unless withdrawing from the university.

The following rules apply:

1. A withdrawal or course dropped by the official reporting date will not be recorded on a student's transcript.
2. After the official reporting date, a drop or withdrawal will be noted as a "W" grade on the student's official transcript. Undergraduate students who enrolled in a Texas public institution of higher education for the first time in the fall 2007 or thereafter may not drop more than six courses with a "W" grade. This number includes any course dropped at another Texas public institution but excludes full semester withdrawals and exceptions as defined in Texas law (Education Code section 51.907). After six withdrawals, the student will receive the grade awarded for each attempted course.
3. Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will not be permitted unless the student withdraws from all courses for the term. This withdrawal will be noted on the transcript as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time.
4. If a student has been found guilty of academic dishonesty, a grade of "WP" or "WH" may be changed to "WF" at the discretion of the faculty member. In the case of a grade change to "WF," the course will not count toward the six course drop limit since the student is incurring an academic penalty.
5. Approved medical withdrawals may be granted for medical conditions that prevent the student from completing the semester. Medical withdrawals are not intended to shield a student from unsatisfactory progress. Medical withdrawal requests must be made to the Office of the Registrar within six months of the illness or incident cited in the medical withdrawal request, and will be considered by a committee comprised of the registrar and other appropriate university officials.

Cross Reference: General Bulletin; Graduate Bulletin; Schedule of Classes; Tex. Educ. Code § 51.907; Tex. Admin. Code § 4.10; Academic Integrity (4.1); Military Service Activation (6.14)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Registrar

Forms: None

Board Committee Assignment: Academic and Student Affairs