



## **Adding and Dropping Courses**

### **Purpose**

The purpose of this policy is to provide guidelines for adding and dropping academic courses.

### **Persons Affected**

This policy applies to students.

### **Policy**

- A. Adding a course: For academic terms shorter than 16-weeks in duration, students may add courses through the second class day. For academic terms 16-weeks or longer in duration, students may add courses through the fourth class day. Students adding classes on or after the first day of classes may be required to pay certain late add/registration fees as noted on the SFA student business services website.
- B. Dropping a course: Students may drop a course or withdraw from all courses until the advertised deadline, which is approximately the 70% point of the appropriate part of term. Relevant course drop deadlines will be posted on the Registrar's website. A student may not drop a course or withdraw from all classes after this date. For drops or withdrawals related to medical concerns, see SFA HOP 04-118 Student Medical Appeals.

The following rules apply:

- 1. A drop or withdrawal on or before the official reporting date of the appropriate part of term will not be recorded on a student's transcript.
- 2. After the official reporting date and before the last day to drop or withdraw in a part of term, a drop will be noted as a "W6" or "W" grade and a withdrawal will be noted as a "W" grade on the student's official transcript.
- 3. 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 "W6" grade during their undergraduate career. This number includes any course dropped at another Texas public institution but excludes full semester withdrawals and exceptions as defined in Texas law. After six drops, the student will receive the grade awarded for each attempted course.
- 4. Students cannot drop or withdraw from a course in which they have already earned a final grade.
- 5. If a student has already earned a final grade(s) in an earlier part of term and is dropping all remaining courses in a semester, those drops will be excluded from the Six Drop Rule.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

Tex. Educ. Code § 51.907



19 Tex. Admin. Code § 4.9

SFA HOP 04-106 Code of Student Conduct and Academic Integrity

SFA HOP 02-206 Course Grades

SFA HOP 04-112 Military Service Activation

SFA HOP 04-121 Student Medical Appeals

**Responsible Executive**

Provost and Executive Vice President for Academic Affairs

**Forms**

None

**Revision History**

Sept. 1, 2023 (original)