

## Course Add/Drop

**Original Implementation:** April 27, 1986

**Last Revision:** May 7, 2021

Students may add courses through the second-class day of parts of term less than 16-weeks and through the fourth-class day of 16-week parts of term. For cases in which special permission is granted by the academic unit, students may add classes up to the official census date for the part of term in question. 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 business office website. Students may drop a course or withdraw from all courses until the fifth business day prior to the first day of final exams for the appropriate part of term. A student may not drop a course or withdraw from all classes after this date. For drops or withdrawals related to medical concerns, see policy 6.24.

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.

**Cross Reference:** General Bulletin; Graduate Bulletin; Schedule of Classes; Tex. Educ. Code § 51.907; 19 Tex. Admin. Code § 4.9; Student Academic Dishonesty (4.1); Course Grades (5.5); Military Service Activation (6.14); Student Medical Appeal (6.24)

**Responsible for Implementation:** Provost and Executive Vice President for Academic Affairs

**Contact for Revision:** Registrar

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs

**Revision History:** February 1, 2021  
January 29, 2019  
July 28, 2015  
April 23, 2013  
July 20, 2010