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| The University of North Texas at Dallas Policy Manual | Chapter 7.000 |
| 7.006 Course Drop and/or Withdrawal from UNTD | Student Affairs, Education & Funding |

Policy Statement. The University of North Texas at Dallas establishes this policy in recognition that situations may warrant a student’s need to drop a course or to withdraw from the University.

Application of Policy. This policy applies to all students.

Definitions.

1. **Census Date.** “Census date” means the 12th class day of the fall or spring semester or the equivalent dates in a summer session. The census date will vary based on the length of the course and are established and available from the Office of the Registrar.
2. **Course Drop.** “Course drop” means a credit course not completed by a student who is enrolled in the course on the courses census date for which the student will receive a non-punitive grade of W on their transcript.
3. **Grade.** “Grade” means an indicator assigned upon completion of a course (usually A,B,C,D or F). A grade indicates that the student has earned and will be awarded credit if the course was completed successfully or that the student remained in the course until completion but failed to make satisfactory performance to be awarded credit. "Grade" does not include "incomplete."
4. **Member of a student's family.** “Member of a student’s family” includes the student's spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, niece, nephew, first-cousin, step-parent, step-child or step-sibling.
5. **Person who is otherwise considered to have a sufficiently close relationship to the student.** “Person who is otherwise considered to have a sufficiently close relationship to the student” includes any relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates or other persons identified by the student as determined by the Associate Provost for Academic Excellence on a case-by-case basis.

PROCEDURES AND RESPONSIBILITIES.

Course Drop.

1. A student may drop a course prior to the census date in the Office of the Registrar. Courses dropped prior to the census date will not appear on the student's transcript and will not be included in the limitation of dropped courses as set forth below.
2. After the census date a student must receive written approval from the faculty member prior to dropping a course. A faculty member may withhold consent to drop a course for any reason that has been communicated to students, in writing, at the start of the semester.
 - a. If a course is dropped prior to the end of the sixth week of classes for the fall or spring semester or the equivalent dates for the summer sessions the faculty member will assign a grade of W.
 - b. If a course is dropped after the sixth week of class for the fall or spring semester or the equivalent dates for the summer session and the student maintains a passing grade at the time the course is dropped the faculty member will assign a grade of W.
 - c. If a course is dropped after the sixth week of class for the fall or spring semester or the equivalent dates for the summer session and the student is not maintaining a passing grade at the time the course is dropped the faculty member will assign a grade of WF.
3. No student may drop any course after the date designated by the Office of the Registrar during the tenth (10th) week of the fall or spring semester, or the equivalent date of the summer session.
4. No student may drop more than six (6) courses during their academic program except as set forth below. A faculty member or the Registrar may refuse to allow a student to drop a course if the student has dropped six (6) courses previously.
5. Students applying for financial aid must contact the Office of Student Financial Aid prior to dropping any class in order to understand the potential impact of the dropped course on student financial aid eligibility.

6. All relevant course drop dates will be published annually by the Registrar and will be made available on the UNTD on-line academic calendar. All drop procedures must be completed by 5:00 p.m. on the deadline dates specified on the UNTD academic calendar.

Limitations on Course Drops.

Undergraduate students who enrolled in higher education for the first time after fall 2007 will not be permitted to drop a total of more than six (6) courses, including any course a transfer student dropped at another institution unless the student shows good cause for dropping more than six (6) courses, including but not limited to a showing that:

1. A severe illness or debilitating condition affects the student's ability to satisfactorily complete a course;
2. The student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
4. The active duty service as a member of the Texas national Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
5. The change of the student's work schedule that is beyond the control of the student and affects the student's ability to satisfactorily complete the course; or,
6. Other good cause as determined by the Assistant Provost for Academic Excellence.

Courses dropped for complete withdrawal from UNTD are not calculated for purposes of the course drop limitation.

Withdrawal from UNTD.

A student may withdraw from UNTD any time prior to two (2) weeks before the first day of final examinations for the fall or spring semester or the equivalent dates for summer session.

The Registrar will record a W for each course in which a student was enrolled for withdrawals processed prior to the sixth (6th) week of classes for the fall or spring semester or the equivalent for summer sessions. For withdrawals processed by the Registrar after the sixth (6th) week of classes for the fall or spring semester or the equivalent for summer sessions, a W will be recorded for those courses in which a student was passing at the time of withdrawal and a WF will be recorded for those courses which a student was not passing at the time of withdrawal.

Students seeking to withdraw for medical reasons should consult the relevant UNTD policy.

References and Cross-references. None.

Approved: 8/26/2010

Effective: 8/26/2010

Revised: