

SCHEDULE CHANGES

Adding a Course

A course may be added by a student using the online registration system without approval of university officials, as long as departmental approval is not required. (See regulation for "Normal Load.") It is highly recommended that a student consult with his/her academic advisor before attempting to add a course. After the online registration system is closed, written permission is required from the academic advisor and professor of the course being added to add the course. These requests must be processed by the Office of the Registrar. The student may only add classes during the time specified in the official academic calendar.

Dropping a Course

A course may be dropped by a student without approval from his/her academic advisor or other university official. Students who have been readmitted on academic/scholastic probation must also consult with their advisors prior to dropping or withdrawing. It is highly recommended that a student consult his/her academic advisor because of the impact on financial aid, graduation, veteran benefits, etc. After the online registration system is closed, all drops must be processed by the Office of the Registrar. A student who, by dropping a course, becomes registered for less than a normal load will be reclassified as a part-time student.

Freshmen students who intend to drop a course must first visit their Academic Success Coach.

Senate Bill 1231 and the University's Drop Policy for Undergraduate Students

In accordance with Texas Education Code 51.907 (Senate Bill 1231), passed during the 80th Texas Legislative Session, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." Undergraduate students who completed a high school or equivalent program and enrolled in an institution of higher education prior to the Fall Semester of 2007 are exempt from the requirements of Senate Bill 1231. Undergraduate students who complete a high school program, or the equivalent, and enter a Texas public institution of higher education for the first time on or after the Fall Semester of 2007 are subject to the requirements of Senate Bill 1231.

Drop Policy for Graduate and Undergraduate Students Exempt from Senate Bill 1231

A student exempt from Senate Bill 1231 may drop a course with an automatic grade of W if the drop is processed on or before the 10th week of the semester or the mid#point of the summer session as indicated on the official university calendar, regardless of the student's academic performance in the course at the time of the drop. The grade of W is a non#punitive grade that will not affect the student's grade point average.

Drop Policy for Undergraduate Students Subject to Senate Bill 1231

Beginning with the 2007#2008 Academic Year, in accordance with Texas Education Code 51.907 (Senate Bill 1231), undergraduate students subject to Senate Bill 1231 will be permitted only six (6) non#punitive drops during their undergraduate studies. Non#punitive grades included in the maximum number of drops will be identified on the transcript with a grade of WS. Once a student has accumulated 6 (six) WS grades, the student will not be permitted to drop a course. Drops processed while

withdrawing from the university will not be included in the maximum number of non#punitive drops.

Drops Policy for Course with Concurrent or Co#Requisite Enrollment Requirements for Undergraduate Students Subject to Senate Bill 1231

In determining the number of non#punitive course drops by a student subject to Senate Bill 1231 when concurrent or co#requisite courses are involved, the following regulations will apply. (Concurrent and co#requisite courses are courses with different course numbers such as a lecture course with its own course number and a lab course with a different course number that must be taken at the same time.)

1. If the student is required to drop both courses when dropping either course, then both course drops will be calculated as one drop.
2. If the student is not required to drop both courses at the same time, then each course will be treated as a separate drop. However, if the student drops both courses at the same time, the drops will be calculated as one drop.
3. Each drop will be subject to the maximum number of non#punitive drops allowable under Senate Bill 1231.

Exceptions to the Maximum Number of Non#Punitive Drops for Undergraduates Subject to Senate Bill 1231

A non#exempt student may drop a course with a non#punitive grade that is not included in the maximum number of non#punitive drops if extenuating circumstances are involved. In such cases, a grade of WX will be posted as the student's official grade for the course. A grade of WX may only be awarded if one or more of the following circumstances are involved and the drop is approved by the appropriate college dean.

1. The student has a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. The student is responsible for the care of a sick, injured or needy person that affects the student's ability to satisfactorily complete the course.
3. The student has suffered the death of a person who is considered to be a member of the student's family or person who is otherwise considered to have a sufficiently close relationship to the student¹ that the person's death is considered to be a showing of good cause for dropping the course.
4. The student is a member or dependent of a member of the Texas National Guard or the armed forces of the United States and the active military service is considered to be a showing of good cause for dropping the course.
5. The student has a change of work schedule that is beyond the control of the student and the change affects the student's ability to complete the course.
6. The student has other extenuating circumstances that prevent the completion of the course and the circumstances are approved by the college dean.

Footnotes

- 1 A "member of the student's family" is defined to be the student's father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step#parent, or step#sibling; a "person who is otherwise considered to have a sufficiently close relationship to the student" is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, house mates, classmates, or other persons identified by the student for approval by the institution, on a case#by#case basis.

Appeals to the Maximum Number of Non#Punitive Drops for Undergraduates Subject to Senate Bill 1231

A student who wishes to request an exemption to the maximum number of non#punitive drops must submit a letter of appeal with appropriate documentation to the Registrar within five (5) business days of the drop. If the student cannot provide the supporting documentation within five business days of the drop, the student must request an extension with the college dean within five business days of the drop.