**Schedule Changes, Drops, AA/PPS No. 02.02.20**

**and Withdrawals Issue No. 3**

**Effective Date: 09/02/2022**

**Next Review Date: 06/01/2026 (E4Y)
Sr. Reviewer: University Registrar**

**POLICY STATEMENT**

Texas State University is committed to providing students with the opportunity and resources for schedule changes, drops, and withdrawals due to reasons beyond a student’s control.

01. SCOPE

01.01 The Office of the University Registrar at Texas State University is responsible for issues concerning schedule changes, course drops, and withdrawals. This document lists the policies and procedures for student- initiated and administrative schedule changes, as well as procedures for drops and withdrawals. For information regarding “I” grades, see [AA/PPS No. 02.03.12](http://policies.txstate.edu/division-policies/academic-affairs/02-03-12.html), Grades and Changes of Grades.

**02. DEFINITIONS**

02.01 Chair – the head of the academic unit that offers the class (e.g., department chair, program director, or school director).

02.02 Drop – a student-initiated drop of a class after the published schedule change period.

02.03 Part of Term – used to describe meeting dates and to highlight special programs within the academic semester in which a section is scheduled to occur.

02.04 Schedule Changes – adding a class, dropping a class, or a combination of adding and dropping classes from an existing schedule during the published schedule change period.

a. Student-initiated schedule changes originate with a request from the enrolled student via the [student self-service portal](https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin).

b. Administrative schedule changes originate with a request from a department chair to split a class or combine classes.

02.05 Withdrawal – when a student drops all classes and withdraws from the university. The student initiates withdrawals, except in the case of disciplinary or medical reasons, when the appropriate university official may withdraw a student.

03. PROCEDURES FOR STUDENT**-** INITIATED SCHEDULE CHANGES

03.01 Schedule changes are processed by the student via the web during the schedule change period.

03.02 A student who wishes to drop all classes and withdraw from the university should be referred to the Office of the University Registrar’s [website](https://www.registrar.txst.edu/resources/dropping-vs-withdrawing.html). The student must complete an [Official Withdrawal form](https://tim.txstate.edu/universitywithdrawal/Login?returnurl=%2funiversitywithdrawal%2fHome%2fctl%2fLogin%2fportalid%2f129f) to document the transaction.

04. PROCEDURES FOR ADMINISTRATIVE SCHEDULE CHANGES

04.01 An administrative schedule change enables one or more departments to change the student's schedule after the census date for the specific course, when students are no longer able to add courses on their own.

04.02 Chairs must assure that the administrative schedule change meets the criterion that classes to be added and dropped must be approved by all affected departments. Allowable reasons for an administrative course change may only include:

1. course split;
2. department or faculty error;
3. course cancelled;
4. medical circumstances – must include appropriate documentation;
5. course time or location changed; or
6. advising error – must include appropriate documentation.

The reasons listed are the only allowable instances for administrative changes to be made after census. If at least one of these reasons is not applicable, an administrative change may not be processed after census.

04.03 The [Administrative Course Change form](https://gato-docs.its.txst.edu/jcr%3Ac2a73b12-66e4-49a9-9178-62db97e987c3/Administrative%20Course%20Change%20Form-Single%20Entry.pdf) must be completed and filed with the Office of the University Registrar by no later than the last day to withdraw from that part of the term.

04.04 Each change must have the student's signature before it is processed.

04.05 All [Administrative Course Change forms](https://gato-docs.its.txst.edu/jcr%3Ac2a73b12-66e4-49a9-9178-62db97e987c3/Administrative%20Course%20Change%20Form-Single%20Entry.pdf) must have documentation from the chair attached, supporting the reason for late add or drop.

**05. PROCEDURES FOR DROPS AND WITHDRAWALS FOR NON-ATTENDANCE**

**05.01 If a student is listed on the census roster as “Never Attended,” the** Office of the University Registrar **will administratively drop the student from the course. The student will be notified of such action via email.**

**05.02 If all of the student’s courses are listed as “Never Attended,” the** Office of the University Registrar **will administratively withdraw the student from the semester. The student will be notified of such action via email.**

**05.03 In the event a student was listed in error as “Never Attended,” the instructor must adjust the roster to reflect the student as attending, and the** Office of the University Registrar **will reinstate the student into the courses.**

**06. PROCEDURES FOR DROPS AND WITHDRAWALS DURING THE AUTOMATIC "W" PERIOD**

06.01 The student must initiate and complete the drop or withdrawal request during the automatic "W" drop or withdrawal period, during the first 60 percent of the appropriate part of the term in which the section is scheduled. Specific deadlines can be found in the [academic calendar](https://www.registrar.txstate.edu/registration/ac/academic-calendar.html) on the Office of the University Registrar’s website.

06.02 To initiate a drop, the student must drop their classes as shown in the [“Drop a Class” website](https://www.registrar.txst.edu/registration/reg-home/drop-class.html).

06.03 Students dropping the only class in which they are enrolled, or all classes in which they are enrolled, should be referred to the Office of the University Registrar or the [Dropping vs. Withdrawing](https://www.registrar.txst.edu/resources/dropping-vs-withdrawing.html) website to withdraw.

06.04 If the drop or withdrawal is completed within the “automatic W” period, a grade of "W" will be assigned. After the drop deadline, students will be unable to drop individual classes and will receive the grade earned in the course (see [AA/PPS No. 02.03.12, Grades and Changes of Grades](http://policies.txstate.edu/division-policies/academic-affairs/02-03-12.html), for a list of grades). Costs will be refunded for withdrawals ONLY if the date falls within the published refund period as noted on the Student Business Services [website](http://www.sbs.txstate.edu/students/refunds.html).

07. PROCEDURES FOR DROPS AND WITHDRAWALS AFTER **THE AUTOMATIC "W" PERIOD**

07.01 Dropping All Classes – Withdrawals processed after the automatic "W" period, but prior to the withdrawal deadline (two weeks prior to the start of final exams for fall and spring semesters and one week prior to the start of final exams for summer terms) will be assigned a grade by the instructor during the grading process. The term “withdrawal” will appear as a note on the grade roster for the specific classes in which the student is enrolled at the time of withdrawal.

07.02 Dropping One Class – When students experience documented medical or similar emergencies that preclude completion of a class (i.e., a broken limb affecting completion of a jogging class) after the drop deadline, they may appeal with documentation to the chair. The chair will review the documentation and, if approved, will forward a recommendation to the Office of the University Registrar to drop the course. If a drop is recommended, the term “dropped” will appear on the grade roster for the specific class.

07.03 If a student receives approval from the chair or the academic department to drop a course after the automatic “W” and drop deadline, the final grade of “U” or “W” will be posted at the discretion of the instructor of record.

**08. PROCEDURES FOR ADMINISTRATIVE DROPS AND WITHDRAWALS BASED ON APPEALS AND AFTER FINAL GRADE ROSTERS OR AFTER THE SEMESTER ENDS**

08.01 To initiate an appeal to drop a class or classes after the semester has ended, the student must provide the following items to the appropriate deans:

1. a written letter of appeal; and
2. documentation of extenuating circumstances. Examples include:

1) a medical condition which made it impossible for a student to drop or withdraw from a university course by the stated deadline;

2) a university error:

1. the course syllabus, departmental calendar, or similarly related publication contained an erroneous deadline.
2. university faculty or staff acknowledge providing incorrect advisement to student.

3) active military duty (see Section 09.);

4) death in the immediate family; or

5) natural catastrophe or disaster.

Some colleges have a specific form or format for the letter of appeal and the documentation. If, in the judgment of the appropriate dean, extenuating circumstances do not exist, the appeal will be denied.

08.02 Dropping All Classes (Withdrawal) – To register an appeal to drop the entire semester's schedule and withdraw from the university, the student must submit the documents described in Section 08.01 to the college dean of the student's major (or dean of University College for undeclared majors). If, in the judgment of the dean, extenuating circumstances exist, the dean will appoint a committee of three (or more), constituted as follows:

a. an assistant dean, associate dean, or chair (other than the individual noted below) from the college of the student's major. This person will serve as chair of the committee; and

b. the faculty members of the courses involved. Such faculty who are unavailable will be represented by their chair or program coordinator.

08.03 Dropping One Class – To register a drop appeal involving less than the entire schedule of classes, the student must submit the documents described in Section 08.01 to the dean of each college in which the course is taught. Such appeals will be treated no differently than any other grade appeals, and each college dean will follow their college's procedures for handling such grade appeals.

* 1. The committee recommends to the dean whether or not the documented extenuating circumstances warrant the assignment of "W" grades. The dean has the final decision.
	2. The dean will complete the "Change of Grade" request as referenced in [AA/PPS No. 02.03.12,](http://policies.txstate.edu/division-policies/academic-affairs/02-03-12.html) Grades and Changes of Grades.

 08.06 The dean will notify the student of the results of the appeal.

**09. PROCEDURES FOR ABSENCES AND WITHDRAWALS FOR STUDENTS CALLED TO MILITARY ACTIVE DUTY**

**09**.01 Students required to participate in active military service, including the Reserve and National Guard, will be excused from attending classes or engaging in any other activities for the courses, including examinations. Prior to the student’s departure, the student should provide the Office of Veterans Affairs with a copy of the military orders to validate the absence. Once confirmed, the Office of Veterans Affairs will notify each of the student’s instructors.

a. If the student wishes to withdraw, tuition and fees paid by the student for the semester will be refunded. "W" grades will be assigned in all courses in which the student is currently enrolled if the withdrawal is initiated after the census date for the term. If the withdrawal request is initiated before the census date for the term, there will be no record of attendance for the term.

b. If the student wishes to complete courses in which the student is currently enrolled, grades will be determined on a course-by-course basis. The student will not receive a refund of tuition and fees.

c. If the student is away for a brief period (one class period or one week), faculty will excuse the absence and assist the student in making up any missed assignments or examinations. Absence time includes time to travel to and back from military destinations.

d. A student shall not be penalized for an absence which is excused under this subsection and will be allowed to complete any mandatory or optional assignments or examinations, within an agreed upon time between the instructor and student, after the absence.

e. If there is a class opportunity where students have the option to drop one or more examinations or other class assignments, the student excused for military service reserves the same right as other students to choose the exam or assignment to be dropped.

09.02 When a student chooses to complete a class prior to the end of the semester, an instructor will, with the permission of the chair and dean, collect any projects and assignments as appropriate, give a final exam, and assign the appropriate grade. In exceptional circumstances, with the permission of the chair and dean, some portion of the course assignments may be waived and a grade may be assigned, based on the work actually completed.

09.03 When a student chooses to complete a class at a later date, an "I" grade may be assigned. A [written agreement](http://gato-docs.its.txstate.edu/jcr%3Adfb64a9c-2dc8-4fef-bb6e-0ee9bd71bc45/Incompletes%20for%20Students%20Called%20to%20Military%20Active%20Duty.pdf) outlining assignments to be completed and a time limit must be signed by the student.

a. The student will be allowed to complete assignments or take examinations from which they were excused within a reasonable time after the absence, up to one year following completion of active-duty assignment.

b. The maximum period for excused absences will be no more than 25 percent of the total number of class meetings (not including final examination period). If the student will miss more than 25 percent of the classes, they should be instructed to complete a withdrawal and provide the Office of Veterans Affairs with their orders to ensure they get 100 percent refund for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.

c. The student will be allowed to complete coursework as initially laid out in the syllabus or instructional plan at time of enrollment without prejudice, as any other student would be allowed. The written Incompletes for Students Called to Military Active-Duty form, completed, and signed by both student and instructor, may replace these requirements.

d. The instructor will be responsible for the retention of a student's course work and grades completed before student was called to active military service.

e. A student who fails to satisfactorily complete assignments or examinations within the required timeframe, one year following the completion of active-duty assignment, will receive a final letter grade of "F".

f. The student has the right to appeal to the chair if a dispute regarding excused military absences occurs. If the chair denies the appeal, the student has the right to appeal to the dean of the college the course is under.

09.04 If a student withdraws or departs from the university due to active military duty, but fails to provide the Office of Veterans Affairs with a copy of the military orders before deployment, the student would need to submit a Tuition and Fees Refund appeal (see [UPPS No. 02.01.12](https://policies.txstate.edu/university-policies/02-01-12.html), Tuition and Fees Refund Appeal Policy) upon return. If the appeal is approved, tuition and fees paid by the student for the semester will be refunded. “W” grades will be assigned for all courses in which the student is currently enrolled if the deployment date was after census for the term. If deployment date was prior to census, there would be no record of attendance for the term.

**10. REVIEWER OF THIS PPS**

**10.01 Reviewer of this PPS includes the following:**

**Position Date**

**University Registrar June 1 E4Y**

**11. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

University Registrar; senior reviewer of this PPS

Associate Vice President for Enrollment Management and Marketing

Provost and Vice President for Academic Affairs