

Policy Number:	S1030
Faculty Approved:	1/1991
Effective Date:	1/1991
Reviewed Date:	1/2018
Revision Date:	1/2018
Dean Approved:	1/2018

Policy Title: Adding and Dropping Courses

Adding Courses: After registration, and during the add/drop period, students may add a course with the approval of the advisor and the course instructor. Students should refer to the timetable each term for the deadline for adding courses.

Dropping Courses: After registration, and during the add/drop period, students may drop one or more of the courses in which they are enrolled. Students should refer to the timetable each term for the deadline for dropping courses.

Withdrawal from Courses: After the add/drop period, students may drop a course with the approval of the instructor at any time before the last day of class in any term. Students should consult the “Schedule of Classes” for deadline date.

a. **“W” Grade**

If an undergraduate the student has a grade of “C” or better at the time of withdrawal or if a graduate student has a grade of “B” or better at the time of withdrawal, the symbol “W” is recorded to indicate a drop without prejudice and penalty. See the “Schedule of Classes” for deadline date.

b. **“W” or “WF” Grades**

If a graduate student with a grade of “B” or above or an undergraduate student with a grade of “C” or above wishes to withdraw after the deadline for “W” grade, a grade of “W” will be recorded. If a student with a grade less than “B” for a graduate students or less than “C” for undergraduate students chooses to withdraw after the deadline for “W” grade, a grade of “WF” will be recorded. WF is considered a failing grade and is used in calculating the GPA value. See the “Schedule of Classes” for deadline dates.

See Policy D7610 for PhD, D8105 for BSN-DNP and D8040 for DNP – regarding doctoral students who wish to withdraw.

c. A student may be allowed to withdraw from the same course only twice.

Students withdrawing from a nursing course may not be guaranteed subsequent placement in the course from which they withdrew. An undergraduate student must petition the Baccalaureate Council to repeat a course.

On the recommendation of the instructor and Department Chair, and with the approval of the Vice Dean for Academic Affairs, a student may be required to withdraw from a course at any time because of neglect, lack of preparation and/or unsafe clinical practice. Under such circumstances, the symbol "WF" will be recorded.

<p style="text-align: center;">Instructions for <u>UNDERGRADUATE STUDENTS</u> Dropping From One or More Classes</p>

Students who enroll at the Cizik School of Nursing for the first time (beginning Fall 2007 and thereafter) are not allowed to withdraw from a total of more than six courses as long as they are enrolled in an undergraduate program. This includes courses transferred from another public institution of higher education in Texas begun in Fall 2007 or after. This policy does not apply if the student is withdrawing from the course in order to withdraw from the institution. College credit taken while enrolled in high school and below college credit courses do not count toward the total of six courses. Unusual circumstances may be considered if the student can show good cause for withdrawing from more than the allowed limit of six courses, including but not limited:

- a. a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
- b. 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;
- c. the death of a person who is considered to be a member of the student's family 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;
- d. 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 which 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 showing of good cause

Students who wish to withdraw from a course for an extenuating circumstance other than those stated above, may appeal to the Baccalaureate Council for approval. If the appeal is approved, the student will receive a grade of "W" for the course. The decision of the Baccalaureate council shall be final. Courses in which a grade of "W" is approved will not be counted toward the six total limit.

Withdrawals are not official until received and processed by the Registrar's Office.