

Drop/Withdrawal

Policy for Dropping a Course or Withdrawing from the University.

Dropping a course (not withdrawing) may be completed through one of the following methods and must be completed **by applicable deadline:**

- [Buff Advisor](#).
- In person at the Registrar's Office.
- By fax or letter. Must have signature, student ID, course & section, term.

Withdrawing is defined as the dropping of all classes in a semester and may be completed through one of the following methods and must be completed **by applicable deadline:**

- Completing the [Withdrawal Form](#), including signature, and returning it to the [Registrar's Office](#) via mail or fax. Withdrawing or dropping your last class cannot be accomplished through Buff Advisor.
- In person at the Registrar's Office.

Deadline(s) for withdrawing or dropping a course:

- Check [University Calendar](#), the calendar in the current printed West Texas A&M University Schedule of Classes or the [calendar for a specific term](#) on the Registrar's Web site.
- For refunds of tuition and fees, please contact the Business Office or refer to the current printed Schedule of Classes.
- If a student drops a course or withdrawal prior to the semester beginning there will be no **record of this on the transcript**.
- **12th/4th Class Day** – Students who withdraw before the 12th class day (fourth class day for summer sessions) will have no record of the semester except a notation "Student withdrew without earning credit (date)."
 - Courses dropped **before** the 12th/4th class day will have no record of the course on their transcript.
 - Courses dropped **after** the 12th/4th class day will appear on their transcript with the appropriate drop grade (X/XF).
 - No enrollment, adds, or payments will be processed after the 12th class day (fourth class day for summer sessions).
- **Midterm** – If a student withdraws or drops before the end of the eighth week of a semester, the third week of a summer session or the mid-point of a specially scheduled course, the grade "X" (drop/withdraw) will be recorded on the transcript.
- **"Last day to drop or withdraw"** - If a student withdraws or drops after midterm and by the last day to drop or withdraw, a grade of pass ("X") or fail ("XF") is assigned by the instructor(s) for all courses that semester."

A student who leaves the University without making arrangements to withdraw officially through the Office of the Registrar, in person or by mail, will automatically receive a grade of "F" in all classes in which the student is enrolled. **Faculty members are not allowed to withdraw a student from the university or drop a student from a course.**

The Registrar may cancel enrollment of a student for reasons including, but not limited to, the following:

- Failure to comply with TSI and/or the Developmental Education Policy.
- Disciplinary reasons.
- Failure to make timely payment of tuition and fees.
- Failure to remove administrative restrictions from student records (prior to the first class day of the semester)
- Other reasons as deemed appropriate by the University.