summer sessions). No student is eligible to receive a W without completing the official drop process by this deadline. After the drop date listed in the class schedule, a student will not be allowed to drop a course. A change of section or a change to or from audit is a change of registration and requires that the add/drop process be followed.

**Implications for Financial Assistance:** Students should be aware that dropping courses may affect their eligibility for financial assistance.

**Six-Course Drop Limit:** The State of Texas has enacted a statute that applies to students who enroll in public institutions of higher education as first-time freshmen in fall 2007 or later. Under section 51.907 of the Texas Education Code, “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.” Any course a student drops after the census date published in the class schedule or academic calendar is counted toward the six-course limit unless specifically identified as being exempt. An example of an exemption follows: If the student drops all courses for a given semester or term by officially withdrawing from the University, these courses are exempt from the six-course limit.

**Withdrawal:** If a student should drop all courses for a given semester or term, a Withdrawal Form must be processed. Please refer to the following paragraph.

**WITHDRAWAL FROM THE UNIVERSITY**

A student who finds it necessary to withdraw from the University during a session must file a Withdrawal Form in the Office of Admissions and Records. The deadline for withdrawing from the University is the day before the last day of classes during a long semester (fall or spring), and the day before final examinations during a summer session. Failure to file a Withdrawal Form can result in grades of “F” in courses in progress.

A student who withdraws from the University according to procedures stipulated for withdrawal will be allowed a grace period to rescind the withdrawal. A student may rescind a withdrawal no later than the end of the second University business day following the date of withdrawal. The date of reinstatement must be among the regular days of classes: days of final examinations and thereafter are specifically excluded.

Should space no longer be available in a class, the student must secure the approval of the dean and/or instructor before reinstatement in class is allowed.

All indebtedness to the University must be satisfied prior to the reinstatement.

Reinstatement must be requested in writing by the student on a form provided by the Director of Admissions and Records. All documentation and requirements for the reinstatement must be filed with the Director of Admissions and Records by the end of the second business day (following the withdrawal), or else the reinstatement will not occur.

Students receiving veterans benefits for education should contact the Office of Veterans Affairs for specific policies concerning drops and withdrawals. These changes have a direct effect on VA benefit.

**WITHDRAWAL OF STUDENTS CALLED TO ACTIVE DUTY**

Section 54.006 of the Texas Education Code states:
Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student’s option, shall

1. refund the tuition and fees paid by the student for the semester in which the student withdraws;

2. grant a student who is eligible under the institution’s guidelines, an incomplete grade in all courses by designating “withdrawn-military” on the student’s transcript; or

3. as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material.