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.

Students should be aware that dropping courses may affect their eligibility for financial
assistance.

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 summer sessions. 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 benefits.

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.

INCAPACITATION OF A STUDENT — MEDICAL WITHDRAWAL

Texas A&M University-Corpus Christi allows a student to request an administrative
withdrawal due to a prolonged illness or a serious incapacitating injury. The student should
request this action in writing through the Office of Student Affairs, which will forward the
request to the Provost for further action. Written documentation from course faculty and a
competent authority (e.g., attending physician, licensed psychologist/psychiatrist, etc.) must
be provided. The time limit for making this request is the end of the next long semester. If
the request is approved, the grades for the semester of the incapacitation will be changed
to a non-punitive mark of “W.”