

<b>Policies of the UNT Dallas College of Law</b>	Chapter 7.000
<b>7.306 Course Drop or Withdrawal</b>	<b>Student Affairs, Education &amp; Funding</b>

**Policy Statement.** The UNT Dallas College of Law (COL) establishes this policy in recognition that situations may warrant a student’s need to drop a course or to withdraw from the COL.

**Application of Policy.** All students in the COL.

**Definitions.**

1. **Census Date.** The 12th class day of the fall or spring semester, or equivalent dates in a summer session. The census date is established by the COL Registrar and will vary based on the length of a course.
2. **Drop.** When a student removes himself or herself from a credit course during the drop period established by the Registrar.
3. **First Year Course.** Any course in the first 30 hours of a law student’s academic career.
4. **Grade of W (Withdrawal).** Assigned when a student drops a course prior to completion. Without academic penalty.
5. **Grade of WF (Withdrawal/Failing).** Assigned when a student who does not have a passing average course grade drops a course. Grade of WF is factored into a student’s overall grade-point average as a failing grade.
6. **Withdrawal.** When a student removes himself or herself from a credit course after the drop period established by the Registrar.

**PROCEDURES AND RESPONSIBILITIES.**

- A. The COL Registrar will annually publish an academic calendar including all census dates and course drop dates. The calendar will be posted on the COL website.

**Responsible Party: COL Registrar**

- B. Students must complete all drop/withdrawal procedures in the Office of the Registrar by 5:00 p.m. on the deadline dates specified on the academic calendar.

**Responsible Party: COL Students**

- C. Course Drop.

1. No student may drop from a first-year course or a course that is required to be taken in the third or fourth semester at any time except as approved in advance by the Associate Dean for Academic Affairs under exceptional circumstances.
2. Except as set forth above, a student may drop a course prior to the census date. Courses may be dropped without academic penalty prior to the census date and will not appear on the student's transcript.

#### D. Course Withdrawal

1. No student may withdraw from a first-year course or a course that is required to be taken in the third or fourth semester at any time except as approved in advance by the Associate Dean for Academic Affairs under exceptional circumstances.
2. Except as set forth above, a student may only withdraw from courses after the census date with prior written approval from the faculty member and the Associate Dean for Academics. A student withdrawing from courses prior to the end of the sixth week of classes for the fall or spring semester or the equivalent dates for the summer sessions will be assigned a grade of W.
3. A student withdrawing after the sixth week of class for the fall or spring semester or the equivalent dates for the summer session will be assigned a grade of W if the student was maintaining a passing grade at the time the course was dropped.
4. A student withdrawing after the sixth week of class for the fall or spring semester or the equivalent dates for the summer session will be assigned a grade of WF if the student was not maintaining a passing grade at the time the course was dropped.
5. No student may drop any course after the date designated by the Registrar during the tenth (10th) week of the fall or spring semester, or the equivalent date of the summer session.

#### D. Withdrawal from the College of Law.

1. A student may withdraw from the COL any time prior to two (2) weeks before the first day of final examinations for the fall or spring semester or the equivalent dates for summer session.
2. A student who withdraws prior to the sixth (6th) week of classes for the fall or spring semester or the equivalent for summer sessions will be assigned a W for each course in which the student was enrolled
3. A student who withdraws after the sixth (6th) week of classes for the fall or spring semester or the equivalent for summer sessions will be assigned a W for those

courses that a student was passing at the time of withdrawal and a WF for those courses that a student was not passing at the time of withdrawal.

4. Students seeking to withdraw for medical reasons should consult the College of Law policy on medical withdrawal.
5. All students withdrawing from courses who are receiving federal financial aid must complete exit counseling in the Office of Financial Aid.

**Responsible Party: COL Registrar**

References and Cross-references.

None.

Approved: 07/07/14

Effective: 07/07/14

Revised: