MEMORANDUM

DATE: September 21, 2015

TO: Dr. Bob Strawser
Speaker, Faculty Senate

FROM: Dr. David W. Parrott
Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to the Texas A&M Student Rules

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee. These changes are for the following rule:

Change in Rule 17
PROPOSAL

17.1 An official withdrawal from the university will result when a student drops all in progress and courses not yet started in a particular term. A student who withdraws from the university before the completion of a term is required to comply with the official withdrawal procedure. This procedure is initiated by the student, online in Howdy, and routed to the student’s Dean or designee for approval. A student may not initiate a withdrawal after the Q-drop deadline. However, the student’s Dean or designee may, in certain circumstances, initiate a request to the Office of the Registrar to withdraw a student after the deadline.

Students may be required to clear his/her records with other university offices to ensure appropriate refunds are processed.

Students may not withdraw during final examination periods.

17.2 If a student is currently enrolled in one or more inter/intra-sessions (“minimesters”) or summer terms and chooses to withdraw from the university, all current and future in progress hours for the entire semester (spring, summer, or fall) will be dropped, and the student will be ineligible to register for courses for the remainder of that semester, regardless of whether the course does not begin until after the date of the withdrawal.

17.3 When a student withdraws from the university beginning with the day after the official census date, the registrar will assign a grade of W to all in progress courses enrolled in during that term that have not been completed by the official withdrawal date. Any courses previously Q-dropped within that term will be changed to W, and the W grades will be displayed on the permanent record. Any courses in the term previously completed and/or graded will not receive the W grade.

17.4 When a student withdraws from the university on or before the official census date for the term, the student’s transcript will not include any academic record of that term. The student is not considered enrolled for the term.

JUSTIFICATION

17.1 This change allows students to be enrolled in 0 credit hour courses without being considered withdrawn from the university. Further, it updates the language to reflect the current process, which is no longer carried out on a hard-copy form.

17.2 The current rule accommodates the existence of multiple summer sessions. However, since we began offering minimesters and increasingly since our conversion to a new student information system, we have been able to create and track multiple "parts of term" throughout the year. This proposal is
intended to better define a withdrawal from the University within the context of multiple parts of term.

17.3 The proposed wording better reflects the current practice. The Q-drop period typically does not begin until after the census date, and courses from which a student withdraws prior to the census date are not considered "attempted" thus do not appear on the official transcript. Further, given the growing popularity of the intrasessions (minimesters), the rule reflects that withdrawals will not impact previously graded courses in a given term.

17.4 This addition is intended to clarify student status for pre-census date withdrawals and how that is reflected on the official transcript.

PROPOSED BY

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Approved by the Student Rules and Regulations Committee on 9/18/15.
Present Rule 17 with additions in **bold red font** and deletions "strikethrough"

17. Withdrawal Procedures

(Revised: 2012)

17.1 A student desiring to withdraw from the university (drop to zero hours) before the completion of a semester is required to comply with the official withdrawal procedure. This process is initiated in the Dean or designee's office of the college in which the student is registered. This process must be completed by 5 p.m. the day the withdrawal is initiated. A student may not withdraw after the Q-drop deadline. Students who have emergencies or very unusual, substantial, nonacademic circumstances that occur after the withdrawal deadline may still have relief. The student's Dean or designee will retain the authority to support a student to withdraw after the deadline.

Upon authorization to withdraw, the student will receive a Texas A&M University Withdrawal Form. The student will complete Part A of the form and the Dean or designee's office will complete Part B. Dependent on the student's individual circumstances, he/she may be required to clear his/her records with other university offices to insure that appropriate refunds are processed.

Students may not withdraw during final examination periods.

17.1 An official withdrawal from the university will result when a student drops all in progress and courses not yet started in a particular term. A student who withdraws from the university before the completion of a term is required to comply with the official withdrawal procedure. This procedure is initiated by the student, online in Howdy, and routed to the student's Dean or designee for approval. A student may not initiate a withdrawal after the Q-drop deadline. However, the student's Dean or designee may, in certain circumstances, initiate a request to the Office of the Registrar to withdraw a student after the deadline.

Students may be required to clear his/her records with other university offices to ensure appropriate refunds are processed.

Students may not withdraw during final examination periods.

17.2 During the summer session, a student must withdraw from the university under the following circumstances:

17.2.1 If the student is currently enrolled in only one of the following terms and decides to drop to zero hours (withdraw) in that term:

- first five-week summer term
- second five-week summer term
- 10-week summer term

17.2.2 If the student is currently enrolled in the 10-week summer term and either of the five-week terms and decides to drop to zero hours (withdraw) in both terms.
17.2 If a student is currently enrolled in one or more inter/intra-sessions ("minimesters") or summer terms and chooses to withdraw from the university, all current and future in progress hours for the entire semester (spring, summer, or fall) will be dropped, and the student will be ineligible to register for courses for the remainder of that semester, regardless of whether the course does not begin until after the date of the withdrawal.

17.3 When a student withdraws from the university beginning the first class day and extending through the Q-drop deadline, the registrar will assign a grade of W to all courses enrolled in during that semester that have not been completed by the official withdrawal date. Any courses previously Q-dropped for that semester will be changed to W, and the W grades will be displayed on the permanent record.

17.4 When a student withdraws from the university on or before the official census date for the term, the student's transcript will not include any academic record of that term. The student is not considered enrolled for the term.