

Policies of the University of North Texas Health Science Center	Chapter 07 – Student Affairs, Education, and Funding
07.601 SPH - Dropping Courses	

Policy Statement.

Students who wish to drop a course may do so on-line through the 12th class day in the Fall, Spring and 10-Week Summer Semesters and the 4th class day during semesters that are 5 weeks or less. After the 12th/4th class day, students who wish to drop a course must complete the Instructor Approval to Drop Form. Students wishing to drop all courses after the first day of a semester must withdraw from the Health Science Center (see Academic Calendar for specific dates).

Application of Policy.

All School of Public Health students

Definitions.

1. 12th Class Day – 12 business days after the first day of the semester (also known as the census date)
2. 4th Class Day – 4 business days after the first day of the semester (also known as the census date)

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

1. All students dropping a course(s) before the 12th/4th class day may do so at my.hsc.unt.edu as long as they maintain enrollment in at least one course. Student
2. Students wishing to drop a course after the 12th/4th class day must obtain the instructor's approval on the Instructor Approval to Drop Form, which can be obtained from the Office of the Registrar or the Office of Student & Academic Services. Student/Instructor
3. The instructor or advisor may withhold consent for students to drop for any reason providing the instructor has informed students in writing at the beginning of the semester. The grade of W is recorded for any course dropped with the instructor's consent before the end of the fourth week of classes (summer term, end of the second week). After that time, the student must have a passing grade in order for the instructor to assign a grade of W for a dropped course; otherwise, the grade WF is recorded. Instructor

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| 4. Instructors may drop students with grades of WF from courses for non-participation at any time after the fourth week of classes (summer term, after the second week). See "Class Attendance" policy and course syllabus for information on non-participation. | Instructor |
| 5. If the drop results in non-enrollment, the student must complete the necessary paperwork for a withdrawal. Refer to the policy on "Withdrawal from the Health Science Center." | Student |
| 6. Drop procedures must be completed by 5 p.m. on the deadline dates specified in the Academic Calendar and the form must be submitted to the Office of the Registrar by this time. After these dates and time, a student may not drop a course for any reason. | Student |

References and Cross-references.

Forms and Tools. (optional)

Approved: August 2000

Effective: August 2000

Revised: