

## UT Arlington Academic Policy Changes and Clarification May/Summer and Fall 2006

### Effective May/Summer Terms 2006 and Thereafter

#### Student Withdrawal Policy

##### Withdrawal Policy Statement:

***Effective May/Summer Terms 2006, during the late registration period, a student may withdraw from all courses for the current semester/term using either the online MyMav Student Self-Service web pages or by contacting their major academic department (or the University Advising Center for undeclared students). A student who elects to withdraw on the first day of classes or thereafter will incur financial responsibility to the University as regulated by Student Financial Services at [www.uta.edu/fees](http://www.uta.edu/fees).***

***Following the late registration period, a student may withdraw from all courses, until a point in time two-thirds of the way through the semester/term, by contacting their major academic department (or the University Advising Center for undeclared students) for appropriate advisement and removal from the coursework. Students are responsible for adhering to the following regulations concerning withdrawal from the University:***

- a) A student may withdraw from the University with grades of "W" until the two-thirds point in the semester/term. A student may be removed from a course after that point only upon approval of the appropriate official.***
- b) Students who enter the University Fall 2006 or thereafter are limited to a total of 15 hours with a grade of "W" during their academic career at UT Arlington.***

***Exceptions to this policy may be entertained due to extraordinary non-academic circumstances. Under such circumstances, approval must be received from the coursework instructors and major department chair, dean, and Office of the Provost.***

##### Withdrawal Policy Clarification:

- In the past, traditional practice required that a student go to the Registrar's Office in person or e-Sam online to resign all of their courses in a given semester online. In essence, this process allowed students to withdraw from the University without having proper advisement as to the consequences of the action.

- This new policy will require students to see a representative in their major department to be advised and removed from all of their courses. We highly recommend that the representative is an academic advisor, but ultimately that practice is left to the discretion of the school/college/department.
- When advising a student seeking withdrawal from all of their coursework in a given term, it is recommended that advisors, faculty, and staff refer to the attached checklist entitled, "**Course Drop/Withdrawal Checklist**"\* for guidance.
- After a student has withdrawn from a total of 15 hours of coursework from UT Arlington, a student will not be allowed to withdraw and will earn the grade assigned in the course, unless an exception is considered in accordance with the policy.
- MyMav functionality will not prohibit advisors from 1) withdrawing a student from all of their classes or 2) dropping classes from an academic area outside of their discipline.
- To document that a student has given permission for the advisor to withdraw them from their classes and been notified of the consequences of doing so, we ask that advisors document the date of the conversation and nature of the request on the student comments screen in MyMav at Campus Community>Comments>Comments Person>Person Comment Entry.
- The MyMav system will not allow users to "back-date" a drop date for a class. Therefore, given that students tend to wait until the last minute to withdraw from all of their courses, special consideration will need to be given as to the availability of representatives who can withdraw students on the last day to drop courses.
- Schools/Colleges/Departments will need to consider the business practice involved with approvals for students who wish to withdraw after the final drop date at the two-thirds point.

\*This Course Drop/Withdrawal Checklist will be made available to advisors, faculty and staff in an effort to help them advise students on the consequences of dropping courses or withdrawing for the semester/term (see attachment).

## **Effective Fall 2006 and Thereafter**

### Grade Replacement and Grade Exclusion Policies

Grade Replacement Policy:

***This policy may be utilized by any student who has already completed a grade replacement for one or more courses at UT Arlington before the first day of classes for Fall 2006. The grade replacement policy is as follows: Upon receiving a grade of D or F in a course, a student may, after filing an intent to do so, replace the grade by repeating the course. The second***

**grade earned, whether higher or lower, will be used in calculating the grade point average unless the second grade is a W. This policy applies only the second time a course is attempted. Both grades received will be shown on the student's transcript. This policy will apply to a maximum of 10 credit hours at UT Arlington. Courses transferred for credit to UT Arlington from another college or university may not be repeated for credit. Students must file their intention to replace a grade with the Office of Records (Registrar). This policy will not apply to courses that may be repeated for credit nor to courses taken on a pass/fail basis. This policy is not applicable to graduate students and is not retroactive in that a grade in a course taken prior to adoption may be replaced, but a grade earned in a course prior to adoption (fall 1995) may not be used as a replacement. Individual colleges and schools may limit this policy. Students may not apply this policy to grades of D or F which result from disciplinary action. Students who have already completed a grade replacement for one or more courses at UT Arlington are not eligible to utilize the grade exclusion policy.**

Grade Exclusion Policy:

**As of the first day of classes Fall 2006 and after, new students, and continuing students who have not yet attempted a grade replacement for one or more courses at UT Arlington, are eligible to utilize the grade exclusion policy. The grade replacement policy is not available to these students.**

**Upon receiving a D or F in a course, a student may file a request with the Office of Records (Registrar) for grade exclusion. The following conditions apply:**

- a) **Students seeking grade exclusion must receive counseling from the following as appropriate:**
  - 1) **Academic Advisor to determine effect on completion of degree requirements and probation requirements**
  - 2) **Financial Aid Office if receiving a scholarship or financial aid administered by that office**
  - 3) **Athletic Department if a student athlete**
  - 4) **International Office if an international student**
- b) **Grade exclusion requests must be made using a grade exclusion form available from the Office of Records (Registrar). The request must be approved by the academic dean from the student's major College/School.**
- c) **The course grade will be removed from the academic GPA; although the grade received will remain on the student's transcript.**
- d) **This policy will apply to a maximum of three courses at UT Arlington and will not apply to courses that may be repeated for credit or to**

***courses taken on a pass/fail basis. Of the three courses, only one course can be 3000/4000 level.***

- e) This policy is not applicable to graduate students.***
- f) Individual colleges and schools may limit this policy.***
- g) Students may not apply this policy to grades of D or F which result from disciplinary action.***
- h) Students who are dismissed from the University for academic reasons cannot use a grade exclusion until their dismissal period is completed.***
- i) Excluded grades will be included in the calculation of GPA for determining graduation with Latin Honors (i.e., Graduation with Honors, see Undergraduate Catalog).***
- j) Excluded hours will count toward the 30 hr/45 hr policy for Tuition for Excessive Undergraduate Hours.***
- k) Tuition and fee refunds, rebates or other financial consideration will not be given for courses for which grade exclusion is granted.***

***Once a course has been excluded, a student may not later have the exclusion removed.***

Grade Replacement and Exclusion Policy Clarification:

- Currently, we implement the Grade Replacement policy for students who have received a D or F in a class and wish to improve their grade point average. The benefit of the new Grade Exclusion policy, as passed by Undergraduate Assembly, is that students who may not have been successful in a particular discipline will not be required to retake a course in that area in an attempt to improve their cumulative grade point average.
- As of Fall 2006, 1) any new, entering student will have no option but to use the Grade Exclusion policy and 2) any continuing student who has not yet filed for a grade replacement for any class will have no option but to use the Grade Exclusion Policy.
- Students who have begun the “path” of using grade replacements can continue to file for grade replacements as the Grade Replacement policy allows (as stated above) but cannot use the Grade Exclusion Policy.
- Please note in Item B of the Grade Exclusion policy that the Office of Records (Registrar) will be soliciting approval from the academic dean’s office.
- Information regarding how a grade exclusion will be reported on the transcript will follow at a later time.

## Add/Drop Policy

### Add/Drop Policy Statement:

***Effective Fall 2006, adds and drops may be made through late registration either online MyMav Student Self-Service web pages or in person in the academic department offering the course. Drops may continue in person until a point in time two-thirds of the way through the semester, session, or term. Students are responsible for adhering to the following regulations concerning adds and drops.***

- a) A student may not add a course after the end of the late registration period.***
- b) No grade is posted if a student drops a course before 5:00 p.m. CST on the Census Date of that semester/term.***
- c) A student entering the University for the first time in Fall 2006, or thereafter, may accrue no more than a total of 15 semester credit-hours of coursework with a grade of "W" during his or her enrollment at the University.***
- d) A student may drop a course with a grade of "W" until the two-thirds point of the semester, session, or course offering period. A student may drop a course after that point only upon approval of the appropriate official.***
- e) Exceptions to this policy may be entertained because of extraordinary non-academic circumstances. Under such circumstances, approval must be received from the instructor, department chair, dean, and the Office of the Provost.***

***Students wanting to drop all courses for which they are enrolled must withdraw from the University for that semester/term. (Students should follow the procedure in the Withdrawal Policy section.)***

### Add/Drop Policy Clarification:

- Currently, we have a drop policy that allows students to drop courses by two different dates in the semester with grade consequences at each passing date.
- Under the new policy, as passed by Undergraduate Assembly, we will only entertain one drop date at the two-thirds point in the semester/term. A student dropping a course on or before that date will receive a "W" grade.
- To document that a student has given permission for the advisor to drop them from a course and has been notified of the consequences of doing so, we ask that advisors document the date of the conversation and nature of the request on the student comments screen in MyMav at: Campus Community>Comments>Comments Person>Person Comment Entry.

- The MyMav system will not allow users to “back-date” a drop date for a course. Therefore, given that students tend to wait until the last minute to withdraw from courses, special consideration will need to be given as to the availability of representatives who can drop students on the last day to drop courses.
- Students entering UTA Fall 2006 and thereafter need to be made fully aware of the consequences of dropping courses at UTA as Item C is enforced. To help them consider the other consequences as well, we recommend that advisors, faculty, and staff have discussions with students regarding issues on the “**Course Drop/Withdrawal Checklist.**”
- Schools/Colleges/Departments will need to consider the business practice involved with approvals for students who wish to drop courses after the final drop date at the two-thirds point.