

13.99.99.R0.23 Withdrawals

Revised October 3, 2025
Next Scheduled Review: October 3, 2030



Procedure Summary

East Texas A&M University provides a means for students to withdraw from classes in a timely manner should circumstances warrant, and to clear their records for a particular semester.

This procedure outlines the conditions that apply to the withdrawal from classes.

Procedures and Responsibilities

1 GENERAL

- 1.1 A student leaving the university BEFORE THE END of a semester or summer term for which he/she is registered must clear his/her record by filing an application for voluntary withdrawal on a form which can be secured in the Welcome Center or online at: [Withdrawal](#). A withdrawal is dropping all courses and not remaining enrolled for the semester.

This action must be taken by the date stated in the [Academic Calendar](#) as the last day to withdraw.

- 1.2 Any student who withdraws from the university is subject to the conditions of Scholastic Probation and Dismissal located in the most current edition of the university's undergraduate and graduate catalogs.
- 1.3 A student has one year from the first day of the semester to appeal a withdrawal refund. It is the student's responsibility to withdraw from classes PRIOR TO FIRST CLASS DAY if he/she does not plan to attend during the semester in which enrolled.
- 1.4 Courses withdrawn will count toward attempted hours and toward the 3-peat, 45/30-hour rules. Withdrawals **do not** count toward the 6-drop rule. (These rules **only** apply to undergraduate students.) Students who have completed a course within a regular term (subterm courses) and have previously received a grade are not eligible to withdraw. The remaining courses will be processed as drops.

2 RETROACTIVE WITHDRAWAL

- 2.1 It is the student's responsibility to oversee their academic record and ensure they follow the University guidelines and procedures for dropping a course and/or withdrawing from a semester. Failure to do so will result in tuition and fees owed to the university. Students are responsible for initiating a drop and/or withdrawal during the current semester in which they are enrolled. Enrollment appeals are considered only if the student was unable to drop or withdraw from the semester in question due to extenuating circumstances beyond a student's control. A student has one calendar year, from the first day of the semester in question, to appeal their enrollment for that term. Refunds and/or removal of charges may not be possible, even if the retroactive withdrawal is approved. This is dependent on many factors, including, but not limited to, the status of a student's financial aid. Students can appeal their enrollment by submitting this form: <https://dms.tamuc.edu/Forms/EnrollmentAppeal>.
- 2.2 Petitions for enrollment appeal must include: (1) an official Enrollment Appeal Form; (2) a statement from the student explaining their reason for appealing; and (3) supporting documentation.
- 2.3 A retroactive drop or withdrawal may be granted only when a student has experienced circumstances of such serious and compelling nature that the student could not reasonably have been expected to satisfactorily complete the academic period or submit a regular withdrawal by the deadline specified in the Academic Calendar for that term. Such serious and compelling circumstances may include (but are not limited to) hospitalization, incarceration, documented debilitating mental illness, or sudden absence at the end of the semester due to a family crisis. Failure to academically perform due to factors such as bad habits, poor judgment, time management issues, lack of attendance, failed relationships, roommate conflicts, lack of knowledge of or failure to follow University policies will not qualify a student for a retroactive withdrawal.
- 2.4 To withdraw retroactively from the University, the student must request this action in writing through the Office of the University Registrar via an online appeal form that will be reviewed by the Registrar's office. The appeal must be accompanied by supporting documents which demonstrate serious and compelling reasons why action was not taken through the regular withdrawal process during the academic period in question. The time limit for submitting this appeal is one calendar year from the start of the academic period in question; requests that extend past this period will be denied. The decision of the Registrar's Office regarding an enrollment appeal is final and cannot be further appealed.

Related Statutes, Policies, or Requirements

[Texas Education Code Sec 54.006](#)

Revision History

Approved September 1, 1983
Revised September 3, 2003
Revised March 21, 2011
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Reviewed June 16, 2022

Contact Office

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