

WITHDRAWING

Frequently Asked Questions (FAQs)

Thinking about withdrawing? Let us help you consider all the options available to you before taking that step.

We understand that sometimes there are unexpected circumstances because of academic challenges, illness, family issues, or other personal matters that may prohibit you from successfully completing your current semester. We hope the Office of the University Registrar in conjunction with the Division for Student Success can assist you in making an informed decision and can help you reach your academic goals.

What is the difference between withdrawal and dropping?

All students, including both (degree seeking) and (non-degree seeking) who wish to leave the university during a term, must formally withdraw. Withdrawal is a formal separation from the University. Dropping all classes does not constitute formal withdrawal. Dropping is a process of reducing a course load for a particular semester, usually one or two courses. Students who do not attend classes and think the course(s) will automatically be dropped because of non-attendance, and fail to withdraw, will be assigned grades of "FN" for each course.

I'm thinking of withdrawing from the University. Where do I begin?

If you are considering withdrawing from the University for any reasons (extenuating or non-extenuating) please read these notes carefully. You are strongly advised to discuss this matter with the Office of the Vice-President for Student Success at the Zaffirini Student Success Center room 224 for guidance and to explore all options available to you. The Office of the VP for Student Success can assist students experiencing circumstances beyond their control requiring their withdrawal from classes during the current semester.

Things to think about before withdrawing...

It is important as a student to reflect and understand what possible implications will take place if you decide to withdraw from the University.

Take a moment to consider the following questions before deciding to withdraw from the university.

- Am I doing well in all my classes this semester?
- Am I managing my time well in order to be successful academically in all my classes this semester?
- Am I taking the courses in question for a specific degree requirement? Remember, sometimes a course is not offered every semester.
- Will withdrawing from the university delay my graduation date?
- Will my financial aid be impacted if I withdraw?
- Will withdrawing from the university cause delays in attending future semesters?
- Dropping courses or withdrawing can delay your graduation and your academic progress. It could also negatively impact your student record. There may be alternatives to dropping or withdrawing, such as utilizing academic support services like tutoring or supplemental instruction. Your advisor can help you consider your options. If you are considering dropping or withdrawing contact your advisor.

What are the possible implications of withdrawing from the University?

When considering withdrawing from the university, there are several offices and pieces of information that need to be considered during the decision process that may have an impact on you academically or financially.

- Satisfactory Academic Progress
- Athletic Scholarships
- Housing
- Financial Aid/Scholarships (Including Work-study)
- International Students/VISA Status
- Veteran Services

Below is some information that you should take into consideration before withdrawing from the University.

What is the Dropping and Withdrawal Definitions?

A student is "dropping" a course or courses if he or she remains enrolled in a minimum of one (1) credit hour at the end of the course drop process. A student is considered to have withdrawn from the institution when the student drops all courses during the semester. All course drops must be completed by the deadline stated in the University catalog published online.

A course may be dropped by completing a drop form with the Office of the University Registrar. Students who decide not to attend and do not officially notify the Office of the University Registrar may be responsible for tuition, fees, and any other circumstances resulting from failure to officially drop or withdraw.

What is the TAMU Withdrawal Policy (STATE POLICY)?

When a student withdraws from the university, he/she is authorized a refund of tuition and fees based on the date of the withdrawal and the number of weeks of the enrolled semester/term/session. The refund policy is based on legislative law found under the Texas Education Code, Chapter 54, and Article 54.006. The code outlines the following refund policy:

All Semesters/Terms/Sessions

Prior to the 1st Class Day, refund percentage -- 100%

Semesters/Terms of 10-weeks or Longer (i.e., Fall/Spring Semesters; 10- week Summer Term)

During the first five University class days --80%
During the second five University class days -- 70%
During the third five University class days --50%
During the fourth five University class days --25%
After the 20th class day -- 0%

Terms/Sessions of More Than 5-weeks But Less Than 10-weeks (i.e., 8- week session during Fall/Spring Semesters)

During the 1st class day -- 80%
During the 4th, 5th and 6th class day -- 50%
After the 6th class day --0%

Terms/Sessions of 5-weeks or Less (i.e., Fall/Spring or Summer Intersessions; 5-week Summer Session)

During the 1st class day-- 80%
During the 2nd class day -- 50%
After the 6th class day --0%

The “first class day” is determined by the beginning of a semester, summer session or intersession. The “first class day” is not defined by individual courses. Please refer to the University’s academic calendar for the first class day date.

The refund will be returned to the student only if the student **did not** receive financial aid assistance from either Title IV programs or state programs. In the cases where the student did receive assistance from these programs, the refund will be returned to the programs in the following order: Unsubsidized Loan, Subsidized Loan, PLUS Loan, Pell Grant, FSEOG Grant, Institutional Grant(s), Texas Grant, other state programs and Institutional scholarships.

The student’s official withdrawal date will be determined by the university as:

- a) the date the student began the university’s withdrawal process.
- b) the midpoint of the semester if the student withdraws without notifying the university.
- c) the student’s last day of attendance for a designated academically-related activity as documented by the university.

If the student receives less Federal Student Aid than the amount earned, the university will make a disbursement of the earned aid that was not received (Post-withdrawal disbursement.)

If it is determined that the university must return to the Title IV programs monies in excess of any tuition and fees or room and board, the student will be responsible for those monies.

Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full to the university within 45 days of notification of the overpayment or make satisfactory payment arrangements with the Department of Education Collections that the student owes an overpayment. At that point, until the student pays the amount in full to the Department of Education or makes repayment arrangements with the Department of Education, **the student will lose his/her eligibility to receive future federal financial aid at any institution.**

Withdrawal of Students Ordered to Military Active Duty

If a current student is called to active duty, and the duty will exceed 25% of the total number of class meetings or contact hour equivalents, the student has several options for courses in which he/she is enrolled. The student must provide a copy of military orders to receive one of the following: 1) full refund of tuition and fees paid by the student for the semester in which the student withdraws; 2) with instructor approval, incomplete grade(s) for the semester in which the student withdraws; or 3) with instructor approval, assignment of an appropriate final grade(s) or credit(s). Upon the student’s request, pre-registered classes will be dropped. If the student returns prior to the beginning of a semester he/she will be reinstated into this institution.

If a current student, including one enrolled in distance education, self- paced and other asynchronous courses, is called to active military service for a period of time not to exceed 25% of the total number of class meetings or contact hour equivalents, and chooses not to withdraw from the university, the student shall be excused from attending classes or engaging in other required activities, including examinations, during that period of time. The student shall be allowed to complete (an) assignment(s) or take (an) examination(s) within a reasonable time after the absence. The student’s course work previously completed will be retained and the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course. If the course requirements are not completed by the end of the semester in which the student is called to active military service, the grade of I will be awarded. Normal academic regulations relating to grades of I will apply, as well as normal grade dispute resolution processes, in the event of such disputes. There are no provisions for refunds for active duty service members who are deployed as a result of military orders for individuals who chose to enter into service.

Do I need clearance from University Housing before withdrawing?

Yes, if you have entered into a contractual agreement with University Housing, you must go by their office, in person, to sign cancellation paperwork and start the check-out process for the residence halls before you leave campus.

Have you considered the financial impact of withdrawing?

Dropping courses or withdrawing from the University does not relieve a student of their financial obligation to the University for any unpaid charges (including financial aid adjustments) incurred for the related semester or term.

Did you know you may not be eligible for future financial aid?

To remain eligible for financial aid in future semesters, you must be meeting the Satisfactory Academic Progress (SAP) requirements. One of those requirements is to maintain at least a 67% completion rate. This means that you must complete 67% of all courses you attempted on your transcript. Since withdrawn courses are not completed, withdrawing will negatively impact your completion rate and could put your eligibility for financial aid in future semesters at risk.

Do I need clearance from the Office of Financial Aid before withdrawing?

If you are a financial aid recipient we recommend that you contact your financial aid advisor to determine how withdrawing may affect your financial aid for the future.

I owe money for this semester; does the Office of Financial Aid need to know that I am withdrawing?

Yes, the Office of Financial Aid can review your current status and information so you are aware of your standing. If you are a financial aid recipient you are required to do an exit interview.

If I am a financial aid recipient, do I have to return my financial aid if I withdraw?

Yes, depending on the type of aid(s) you receive. Funds are awarded based on you attending the entire semester. If financial aid funds were already disbursed and you have received state and/or federal financial aid (Title IV funds), you will be required to repay the amount of unearned financial aid funds disbursed to you based upon your withdrawal date. If you withdraw within 60% from the start of the term, we must recalculate your financial aid eligibility according to the federally prescribed Return to Title IV formula. This calculation will determine the percentage of aid earned while in attendance at the University.

If I am a financial aid recipient who has borrowed federal loans, do I need to do an Exit Counseling Interview?

Yes, all students who withdraw from the University must complete the Exit Loan Counseling session on-line at www.studentaid.gov. It helps you understand your rights and responsibilities as a student loan borrower and provides useful tips and information to help you manage your loans. The information session prepares students for repayment by providing demonstrations of useful tools, explaining repayment plans, deferments/forbearances, and exploring consolidation and loan forgiveness programs.

I owe money for this semester; does the Bursar's Office provide a payment plan?

Yes, the Bursar's Office provides payment options, visit their office in the Zaffirini Student Success Center, ZSSC room 137.

Are you a graduate student, international student, student athlete, or receiving veteran's benefits?

Graduate Students: It is recommended that you discuss your situation with your faculty advisor or the Graduate school if you are considering withdrawing. Please consider that there may be continuous enrollment requirements specific to your program of study that can jeopardize your status. Dropping or withdrawing can impact your ability to retain your awarded scholarship/assistantship/fellowship or delay your ability to graduate on time.

International Students: For international students in F-1 or J-1 status, withdrawing from the university can affect your legal status in the United States. Please contact International Engagement at (956) 326-2565 for advisement before proceeding further.

Student Athletes: Withdrawing from the university may have an impact on your athletics aid and your eligibility. Please contact the Athletic Compliance Office at 956-326-2731 before taking steps to withdraw from the university.

Receiving Veteran's Benefits: The University offers a variety of resources to help Veterans. The number of credits you take will impact your benefit eligibility, cost of attendance, and student status. GI Bill users must attend class and submit assigned work in order to receive benefits. Hazlewood/Legacy users may have the hours attempted counted towards their overall limit, even if you withdraw. For these reasons, contact the Veterans Affairs Office before and after you change your schedule so that you understand how it might affect your benefit status or financial aid eligibility. For additional information on Veteran Benefits, please visit the following page: <http://www.tamtu.edu/veterans/>.

I have decided – what are the steps to withdraw?

Be sure to have explored all of your options before you decide to withdraw. To withdraw from all courses, check the University Academic Calendar for the deadline date.

What are the procedures to withdraw?

I have met with either a Registrar staff member, the Retention Specialist, my advisor, and I have completed the Informed Decision for Withdrawal from the University online education module. I have decided that withdrawal from my classes is my best course of action.

You will need to contact the Office of the Vice-President of Student Success to obtain the Withdrawal Form. The form must be completed and appropriate signatures obtained. Completed form can be submitted in one of the following methods: submit in person at the Zaffirini Student Success Center (ZSSC room 224); fax to 956-326-2274; or send as an email attachment to studentsuccess@tamtu.edu.

If you have questions, please contact the Office of the Registrar by one of the following methods: phone (956) 326-2250; email registrar@tamtu.edu; or visit the Zaffirini Student Success Center, ZSSC room 121.