

Drop, Add, and Withdrawal from the University

Drop Policy

Within First Nine Weeks. With permission of a student's adviser, a course may be dropped during the first nine weeks of the semester. Drops executed during the first week will leave no record on the student's academic transcript. A drop executed during the second through ninth week will result in a grade of W (withdrawal).

After First Nine Weeks. Courses may not be dropped after the first nine weeks of a semester unless it can be clearly demonstrated that one of the following exists:

1. serious illness or injury of the student as verified by Student Health Services or private physician;
2. serious personal or family problems as verified by a minister, physician, or other appropriate professional; or
3. necessary change in work schedule which conflicts with the class being dropped, as verified by the student's employer submitted in writing on company letterhead.

In the event of such certification, and the approval of the student's adviser and the registrar, the student will receive the grade of W. Under no circumstances may a course be dropped after the last day of class or after administration of the final exam, whichever occurs first.

A student will not be permitted to drop a course after the first nine weeks of the semester simply to avoid a poor grade.

Students should consult the summer term timetable for the appropriate summer deadlines.

Add Policy

Adding Courses. With permission of the student's adviser, a course may be added through the first week of class for the fall and spring semesters. All course section adjustments must be completed during the first week of the semester. Students should consult the Registrar's Web site for all partial-term deadlines, as well as the appropriate summer deadlines.

Withdrawal Policy

Withdrawing from University. All official withdrawals (dropping the student's entire schedule) from the university are processed by the Division of Student Affairs.

Within First Nine Weeks. Withdrawals executed during the first week of the fall and spring semesters will leave no record of the courses for which the student signed. Withdrawals executed between the second and ninth week of the semester will result in a grade of W (withdrawal) in all courses for which the student signed.

After First Nine Weeks. Withdrawals are not permitted after the first nine weeks of a semester unless it can be clearly demonstrated that one of the following exists:

1. serious illness or injury of the student as verified by Student Health Services or private physician;
2. serious personal or family problems as verified by a minister, physician, or other appropriate professional; or

3. necessary change in work schedule which conflicts with the class being dropped, as verified by the student's employer submitted in writing on company letterhead.

A student will not be permitted to withdraw after the first nine weeks of the semester simply to avoid a poor grade.

In the event of such certification, and the approval of the vice chancellor for student affairs, the student shall receive a W in all courses for which the student signed.

Under no circumstances may a student withdraw from the university after the last day of class or after administration of the final exam, whichever occurs first. Students should consult the summer term timetable for the appropriate summer deadlines.

Withdrawals executed during the first week of the fall and spring semesters will leave no record of the courses for which the student signed. Withdrawals executed after the first week of the semester will result in a grade of W (withdrawal) in all courses for which the student signed. Students should consult the summer term timetable for the appropriate summer deadlines. Under no circumstances may a course be dropped after the last day of class or after administration of the final exam, whichever occurs first.

Special State and Federal Laws for Educational Purposes

Elderly and Persons with Disabilities – Tennessee residents who are at least 60 years old may audit classes without payment of fees, if space is available. Tennessee residents who are 65 or older may take courses for credit at reduced rates. Totally disabled persons may be eligible for either option. Verification of age, residency, and permanent disability must be provided.

All students who register under these provisions must process the correct paperwork in the Office of Academic Records (AD 103) prior to the deadline for adding courses.

Family Educational Rights and Privacy Act

This act provides for confidentiality of student records; however, it also provides for basic identification of people at UT Martin without the consent of the individual. Release of information to third parties includes directory information. Such information includes name, address, telephone number, date and place of birth, major, dates of attendance, degree and awards, the most recent previous educational agency or institution attended, participation in school activities and sports, weight and height (for special activities), photograph, email address, and classification. UT Martin will release information in compliance with the Solomon Amendment.

Public notice of the categories to be contained in a directory is given and a period of one week is provided during which a student may request that such information not be released. The university applies an "all or nothing" policy to the release of student directory information.