

SWTJC students liable under this legislation who plan to attend another Texas public college or university should determine that institution's policies and penalties for dropping courses and for approving Drop Exceptions. This policy is in accordance with Section 51.907 of the Texas Education Code.

### **Withdrawals from the college**

Students wishing to withdraw from the college for the remainder of a semester must complete an Exit Questionnaire at the Registrar's Office. Students who do not follow this procedure will receive an **F** in all courses registered for that semester. Merely discontinuing class attendance does not constitute a drop or withdrawal. Students should clear all outstanding charges due the institution to avoid holds on official records.

Withdrawals from the college before the end of the twelfth week of the semester will show a **W** for each subject on the student's record. Students who stop attending courses during the thirteenth through the fifteenth week (prior to final exam week) will receive a grade as determined by the instructor.

### **Time Limitation on Appeals for Grade Changes**

The college has established a time limitation for a student to appeal for a grade change. An incorrectly assigned grade may be appealed by a student up to the end of one academic year following the incorrect award.

### **Students Entering Military Service**

Students who have been called to active duty during the semester will be given credit for the courses if they: (1) covered the essential phase of the work, (2) attended at least one-half of the semester, and (3) made satisfactory progress and received authorization from the Vice-President for Academic Affairs.

### **Access and Privacy of Records**

The Family Educational Rights and Privacy Act of 1974, grants students four rights:

- 1) Right of access to their educational records.
- 2) Colleges must seek a student's consent before educational, financial or business records are released to third parties (including parents and spouse).
- 3) Students have the right to challenge any inaccurate, misleading or inappropriate information in their educational records.
- 4) Colleges are required to inform students of these access and privacy rights guaranteed by FERPA.

Under this act, certain protected classes of information cannot be released to any third party without the specific written release from the eligible student. Protected classes under FERPA include any information concerning a particular **student's grades, grade point averages, social security number, courses**, and other "protected student records" maintained by the college. Any student can elect to have even "Directory Information" (e.g., address) secured from release to any party without the student's written consent. To prohibit release of "Directory Information," a student must complete the appropriate form at either the Uvalde, Del Rio, Eagle Pass, or Crystal City SWTJC facilities.

### **Classification of Students**

A student who has completed 0-29 semester hours of work, exclusive of Physical Education (KINE) is classified as a freshman. A student who has completed 30 or more semester hours but not more than 60, exclusive of KINE, is classified as a sophomore. Any student taking 12 semester hours will be considered a full-time student.