



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 34.05: Student Withdrawal from Classes**

**DATE:** September 7, 2018

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth the procedures concerning student withdrawal from classes.

**REVIEW:** This OP will be reviewed in March of even-numbered years by the Senior Vice Provost for Academic Affairs and the Registrar with substantive revisions presented to the Provost and Senior Vice President for Academic Affairs by April 15.

#### **POLICY/PROCEDURE**

##### **1. Withdrawal from Classes (Dropping to Zero Hours)**

- a. Students, undergraduate and graduate, who find it necessary to withdraw from the university prior to the end of a fall and/or spring semester or first or second summer sessions should submit an online withdrawal request to the Office of the Registrar. Students must clear all administrative holds from various academic or administrative departments prior to withdrawing officially from the university. Students under 18 years of age should consult their parents/guardians and secure written permission prior to official withdrawal from the university. The notation of **W** (withdraw) will be recorded. The Office of the Registrar shall process administrative withdrawals for medical (physiological or psychological) reasons only after the receipt of an administrative withdrawal request from the Academic Dean. The Academic Dean shall maintain supporting documentation for the request.
- b. Student athletes must receive clearance from the Athletic Academic Advising Office as a part of the withdrawal procedure.
- c. International students must receive clearance from the Office of International Affairs as a part of the withdrawal procedure.

##### **2. Dropping a Course**

The procedure for dropping from a course varies according to the following guidelines:

- a. Students may officially drop a course through the 45<sup>th</sup> class day of a long semester or the 15<sup>th</sup> class day of a summer term and receive a dropped designation regardless of their progress in the class.
- b. All students who attend a Texas state institution of higher education are restricted to a maximum of six course drops during their undergraduate academic career. This includes all courses that were dropped at any Texas state institution of higher education the student has attended. For example, if a student attended a public community college and dropped two

courses prior to enrolling at Texas Tech, that student has four course drops remaining prior to graduation.

- c. Grades of **I** may be applicable when circumstances beyond the student's control, such as illness or impairment due to an accident, prevent the student from completing course requirements. The instructor assigning the grade will stipulate in writing at the time the grade is given the conditions under which the **I** may be removed. The assigned work and a change of grade must be recorded within one calendar year from the date of the **I**. Failure to do so results in an **F** for that course. See [OP 34.12, Grading Procedures, Including Academic Integrity](#).
- d. When a faculty member determines according to Part II B 2 of the *Student Handbook* that academic dishonesty has occurred and assigns a grade of **F** for the course, the grade of **F** will stand as a final grade, notwithstanding a subsequent withdrawal from the course by the student. A faculty member shall notify the registrar of the intention to assign a grade of **F** for the course, in addition to the notifications of the department chairperson and the student's academic dean, as provided in Part II B 2 of the *Student Handbook*.

### 3. **Failure to Meet University Obligations**

Failure to meet certain university obligations may result in an administrative hold being placed on a student's access to such university procedures as registration, release of transcripts, and course add/drops. It is the student's responsibility to get the hold released, which can be accomplished by meeting the requirements of the department placing the hold.