



Texas Tech University

Operating Policy and Procedure

OP 34.05: Student Withdrawal from Classes

DATE: September 19, 2006

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 with recommended revisions presented to the provost/senior vice president for academic affairs by April 15.

POLICY/PROCEDURE

1. Withdrawal from Classes

- 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 contact the Office of the Registrar, preferably in person or, minimally, through written notification. 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 must 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 review special academic withdrawals for medical (physiological or psychological) reasons only after the receipt of a written special academic withdrawal request, including supporting medical documentation, and only for consideration for the current or previous semester of enrollment at the university.
- b. A student who withdraws from a residence course may re-enroll for the course through Extended Studies by registering for correspondence or online work, provided the course is regularly offered through Extended Studies. Credit received through the process just described is recorded on the transcript in the same way as any other course.
- 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 withdrawing from a course varies according to the following guidelines:

- a. Students may officially drop a course through the 45th class day of a long semester or the 15th class day of a summer term and receive the grade of **W** regardless of their progress in the class.

b. First-Time Freshmen and Transfer Students Entering Fall 2004 or Thereafter

First-year freshmen entering Texas Tech in the fall of 2004 or thereafter will be allowed only four **Ws** (withdrawals) to be used at any time during their college career to drop a course up to the 45th class day of long semesters and 15th class days of short summer terms. Transfer students will receive three **Ws**. When these **Ws** have been used, the student must complete all courses. The student-initiated **drop-add** period at the start of the term lies outside these regulations. Students who find it necessary to withdraw from the university before the end of the semester will not have to use their **Ws** for withdrawal. If a student who started with four **Ws** does not withdraw from any course during the pursuit of a degree, that student may take one course without paying institutional tuition (as opposed to state tuition) during the last semester of that degree program.

- 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 on Grading Procedures.
- 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.
