



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 34.29: Administrative Withdrawals

DATE: June 24, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish university policy regarding the withdrawal of students from the institution for an administrative purpose.

REVIEW: This OP will be reviewed in May of each year by the Office of the Registrar in consultation with the Academic Council, with substantive revisions submitted through administrative channels to the Vice Provost for Academic Affairs and the Provost and Senior Vice President.

POLICY/PROCEDURE

1. Policy

- a. An enrolled student may be administratively withdrawn from the university in the following instances:
 - (1) Failure to meet financial obligations as agreed to by the student and the Office of Student Business Services.
 - (2) Failure to comply with guidelines as established by academic support programs such as Programs for Academic Development and Retention (PADR) or Texas Support Initiative (TSI).
 - (3) Failure to meet satisfactory academic progress and in accordance with academic standing policy.
 - (4) Found in violation of the Code of Student Conduct through a Hearing Body and/or the Office of Student Conduct or failure to comply with outcomes of a student conduct process.
 - (5) Documented inability to withdraw oneself due to personal or medical circumstances:
 - (a) Undergraduate Students: Following review and confirmation of the Dean of Students, Vice Provost for Academic Affairs, or the student's Academic Dean, a withdrawal committee consisting of representatives of the Dean of Students, Registrar, Financial Aid, Student Business Services, University Housing, and University Dining may review records of attendance and service usage, as well as impact to the student, to make recommendation for withdrawal options to the student's Academic Dean. The administrative withdrawal should be granted for

no earlier than a documented date of event relative to the circumstance. Responsibility for the final authorization of the withdrawal rests with the Academic Dean.

- (b) Graduate Students: Graduate Students should contact their Program Director to discuss the request, and a formal review and approval will be conducted by the Associate Dean in the Graduate School. The administrative withdrawal should be granted for no earlier than a documented date of event relative to the circumstance.
 - (6) Documented evidence of student's enrollment at another institution and non-attendance at Texas Tech University:
 - (a) Undergraduate Students: The administrative withdrawal should be granted for the business day prior to the beginning of the term.
 - (b) Graduate Students: Graduate Students should contact the Program Director to discuss the request, and a formal review and approval will be conducted by the Associate Dean in the Graduate School.
 - (7) In the event of a natural or other disaster that significantly impacts a student's ability to attend and/or complete the enrolled term, an administrative withdrawal plan may be authorized by the Provost to address the needs of a significant enrolled population relevant to the situation.
- b. An administrative withdrawal may not be issued solely for the purposes of:
- (1) Removal of final grades; or
 - (2) Effecting a refund for coursework that was partially or fully completed.
- c. Any exceptions to this policy should be reviewed and authorized by the Provost, or their designee.

2. Procedure

A student who is administratively withdrawn will be subject to any financial obligations and/or penalties as relates to the date of withdrawal. Documentation supporting the cause for administrative withdrawal may be retained within the office submitting the request, with only the request for withdrawal submitted to the Office of the Registrar for appropriate processing. The Office of the Registrar may contact the submitting office for the documentation as needed to comply with auditing or judicial (subpoena) requests.

3. Document Retention

Documentation supporting an authorized withdrawal request is subject to institutional retention policies as outlined in [OP 10.10, Records Retention](#). Certain documentation may be requested for permanent retention purposes by the Office of the Registrar.

4. Right to Change Policy

Texas Tech University reserves the right to interpret, amend, or rescind this policy, in whole or in part, at any time.