

OP 34.___: Administrative Course Drop Policy

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish university policy regarding the drop of a course from a student's schedule or record 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

An enrolled student may not be administratively dropped from a course when the drop will result in the student exceeding the state drop limit. Exceptions to this rule should follow the stated provisions within 19 Tex. Admin. Code § 4.10(a).

Administrative drop requests should be reviewed carefully and comprehensively. Administrative drops have consequences not only to the student, but also to the institution and should be granted only after proper vetting and documentation. Proper vetting should include a review of system indicators of attempts to drop a course. This information is available from the Office of the Registrar.

Dropping a student to zero hours constitutes a withdrawal from the term, and OP ____ on Administrative Withdrawals should be consulted.

An administrative drop may not be issued solely for the purposes of:

- (1) removal of a final grade
- (2) effecting a refund for coursework that was partially or fully completed.

An administrative drop requested for a prior, completed term will be subject to additional review to insure compliance with policy.

An enrolled student may be administratively dropped from a course in the following instances:

1. To address cases of institutional error, which may include but not be limited to enrolling or advising the student into a course for which the student had prior institutional or transfer credit. In this instance, the drop should be requested by the student's academic dean office for the day prior to the beginning of the term in which the student is registered for the course. Drops for this reason require Academic Dean approval.
2. To address situations wherein the student attended and completed a section, but was registered for the wrong course or section in error, in which case the course will be dropped and the correct course will be added. Drops for this reason require Academic Dean approval. A grade must be submitted at the time of the request if it for a prior term. These situations should not result in a refund to the student, but should be only for situations to correct the student schedule.

3. To address cases where the student has not taken action to drop themselves following notification that a course is being cancelled due to low enrollment. Drops for this reason require Academic Dean approval.
4. When the student is 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. Drops for this reason will be submitted by the Office of Student Conduct or the student's Academic Dean.
5. When there exists the documented inability to drop oneself due to personal or medical circumstances that prevent the student from dropping the course by the official last day to drop.
 - a. Undergraduate Students: Following review and confirmation of the Dean of Students, Vice Provost for Academic Affairs, or the student's Academic Dean. The administrative drop should be granted for no earlier than a **documented date of event** that rendered the student unable to take the drop the course themselves, or the last date to drop for the semester relative to the circumstance. Responsibility for the final authorization of the drop 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 drop should be granted for no earlier than a **documented date of event** relative to the circumstance.
6. In the event of a natural or other disaster or circumstance that significantly impacts a student's ability to attend and/or complete the enrolled course. An administrative drop plan may be authorized by the Provost to address the needs of a significant enrolled population relevant to the situation.

Any exceptions to this policy should be reviewed and authorized by the Provost, or their designee.

2. Procedure

A student who is administratively dropped will be subject to any financial obligations and/or penalties as relates to the date of the course drop. Documentation supporting the cause for the administrative drop may be retained within the office submitting the request, with only the request for drop 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. Documentation Retention

Documentation supporting an authorized drop request is subject to institutional retention policies as outlined in OP 10.10: <http://www.depts.ttu.edu/opmanual/op10.10.pdf> . 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.