



## APPEAL OF WITHDRAWAL PROCEDURE

### Rules of Attendance:

1. Attendance is mandatory.
2. **Attendance is monitored daily by instructors through attendance/roll sheets.**
3. Students will be notified of all recorded absences reported by instructors.
4. One courtesy **warning e-mail notification** will be sent to the students' **current TTU e-mail address after each absence**. A final courtesy notification will be sent when a student meets or exceeds the absence limit. Failure to receive e-mails is no excuse for not complying with the **Attendance Policy**. It is the student's responsibility to maintain correct and current e-mail, local and permanent addresses on file with Texas Tech University.
5. **ONLY five (5) absences are allowed during the semester**. An excess of five (5) absences will require an Appeal of Withdrawal.
6. **Students are only allowed ONE appeal per semester per course.**
7. **Students may not accrue an additional absence during or after the appeal process.**

### Steps of the Appeal Process

**Step 1:** Go to <http://www.depts.ttu.edu/soar> and download the appeal forms.

**Step 2:** Complete all the appeal forms in their entirety.

**Step 3:** Submit all of the following to the appropriate office within five (5) University business days from the date of the sixth (6<sup>th</sup>) absence. You may not accrue any additional absences during or after the appeal process.

- ❑ *Appeal of Withdrawal Application form*
- ❑ *Authorization to Confirm form*
- ❑ **Typed letter explaining your absence/s and why you believe an appeal of withdrawal should be granted.**
- ❑ **Original documentation such as doctor's notes, obituaries, and/or family emergency documentation**

- Programs for Academic Development and Retention (PADR) - Holden Hall 56
- Texas Success Initiative Developmental Education (TSI) - Holden Hall 78

**Step 4: Appeal Decision Notification-** The program Assistant Director will e-mail you the decision of your Appeal of Withdrawal. All notifications will be sent via your TTU e-mail address. Please make sure your correct e-mail is included in the appeal and a contact phone number should questions arise.



## APPEAL OF WITHDRAWAL APPLICATION

Student Name: \_\_\_\_\_ Program: \_\_\_\_\_

Dates of Absences:

CLASS/Instructor	1	2	3	4	5	6	7	8	9	10

\_\_\_\_\_**INITIALS** I understand that I am ONLY allowed ONE appeal for an academic semester per course. If my appeal is approved by the Assistant Director, I know that I will NOT be allowed to file another appeal.

Absence Documentation Provided (Please Check ALL that Apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Doctor's Notes                 | <input type="checkbox"/> Death in the Immediate Family |
| <input type="checkbox"/> Family Emergency Documentation | <input type="checkbox"/> No Childcare                  |
| <input type="checkbox"/> Other                          |  |

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**Signature of Student** **Student R#** **Date**

**Approved**    **Not Approved**

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**Assistant Director Signature** **Date**

Your Letter of Explanation must be addressed and delivered **to the appropriate program as listed below:**  
 Programs for Academic Development and Retention (PADR) - Holden Hall 56  
 Texas Success Initiative Developmental Education (TSI) - Holden Hall 78

**Appeals must be submitted within five (5) University working days from the date of your sixth (6<sup>th</sup>) absence. The Assistant Director will notify you via e-mail as to the status of your appeal.**

**Comments Official Use Only:**



## AUTHORIZATION TO CONFIRM

I, \_\_\_\_\_ give permission to *Support Operations for Academic Retention* to verify the authenticity of all documentation submitted with my Appeal of Withdrawal Application. My authorization will be in effect only until an Appeal Decision has been made.

**I understand that should my documentation prove fraudulent the following will occur.**

- Immediate withdrawal from the course.
- Appeal documents will be turned over to *Student Judicial Programs* which could lead to the immediate dismissal from Texas Tech University.
- Possible suspension from Texas Tech University.
- Appeal documents will be turned over to the *TTU Police Department* resulting in investigation and potential criminal charges.

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Signature

Date

R#

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Phone Number

Email Address