



TEXAS TECH™

Operating Policy and Procedure

OP 34.05: Student Withdrawal from Classes

DATE: September 6, 2024

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 every two years after publication by the Vice Provost for Academic Innovation and Student Success and the Registrar with substantive revisions presented to the Provost and Senior Vice President for Academic Affairs.

POLICY/PROCEDURE

1. Withdrawal from Classes (Dropping to Zero Hours)

- a. Students (undergraduate, graduate, and professional) who find it necessary to withdraw from the university prior to the end of a term 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 and is non-punitive for GPA purposes. Administrative withdrawals will be processed according to [OP 34.29, Administrative Withdrawals](#).
- b. Students who complete a part of term course (such as intercession or 8-week courses) are not eligible to be withdrawn from the full term and should consult with their associate academic dean for options.
- c. Student athletes must receive clearance from the Athletic Academic Advising Office as a part of the withdrawal procedure.
- d. International students must receive clearance from International Affairs as a part of the withdrawal procedure.
- e. Students with a pending Office of Student Conduct or Office of Student Civil Rights & Title IX case must receive clearance 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. Undergraduate and graduate 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 a dropped designation

regardless of their progress in the class. Administrative drops will be processed according to [OP 34.30 Administrative Course Drop Policy](#).

- 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 University, 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 alleges that academic dishonesty has occurred, according to the [Student Handbook](#), and proposes a grade of **F** for the course, pending a responsible finding from an investigation conducted by the Office of Student Conduct, the grade of **F** will stand as a final grade, and a student is not permitted to withdraw from that course. 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 the *Student Handbook*.

The involved student may be given a temporary grade of **X** by the reporting instructor in the Office of the Registrar Dashboard, which does not affect the student's GPA, until the academic integrity adjudication process is complete. When the academic integrity adjudication process is complete, the final grade will be assigned through the appropriate academic channels and/or the completion of a grade change form. All appeals related to academic integrity violations should follow the process outlined in the [Code of Student Conduct](#).

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.