



APPEAL OF WITHDRAWAL PROCEDURE

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

- ❑ *Appeal of Withdrawal Application* packet
- ❑ 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, family emergency documentation, and/or a completed Steps to Success packet

Completed appeals should be submitted to the appropriate office in **Drane Hall 217**.

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.



AUTHORIZATION TO CONFIRM

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.

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.

Signature

Date

R#

Phone Number

Email Address