Withdrawal Procedure

Effective Date: January 1, 2014
I. Purpose

This policy explains the process for students to withdraw from Tennessee Tech University.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Vice President for Student Affairs with recommendations for revision presented to the President of the University.

III. Scope

This policy does not apply to adding or dropping individual courses. Information pertaining to the drop/add process may be found in the University Catalog.

IV. Policies and Procedures

A. Students who wish to withdraw from the University during a semester must submit a formal written application (including signature) to the Office of Student Affairs. If no administrative holds have been assigned to the student account, such as a disciplinary hold, students requesting to withdraw will receive a grade of W in all courses if an official signed withdrawal application is received by the Office of Student Affairs. The withdrawal application must be received before or on the last day of classes as specified in Tennessee Tech’s official Administrative Calendar.

B. Students who do not timely submit a formal written application (including signature) to the Office of Student Affairs will receive a grade of F in each course for which they are registered. Applications for withdrawal will not be considered if received after the last day of classes as specified in Tennessee Tech’s official Administrative Calendar.

C. If a student withdraws from classes and receives a “W” grade, the student does not need to apply for readmission if he/she is attending the very next Fall or Spring semester. If the student is skipping a Fall or Spring semester, he/she must apply for readmission (no fee) and can do so the very same day.

D. If a student withdraws from all classes during the time period which the transcript will not reflect a W, he/she must apply for readmission (no fee) and can do so the
very same day. Students withdrawing from summer term do not need to reapply if they plan to attend classes in the fall.

E. In the summer term, if a grade has been earned during any of the sessions, the withdrawal will be treated as a drop of a course rather than withdrawal so that the grade earned will not be voided by the withdrawal. If withdrawal/drop has been processed in the summer term and the student wishes to register for a later summer session, the student must contact the Office of Student Affairs.

F. The refund policies for the University can be found on the Bursar’s web page.

V. Interpretation

The President or his/her designee has the final authority to interpret the terms of this policy.

VI. Citation of authority for policy

TBR Policy 2-03-01-01