



The Texas A&M University System  
The Texas A&M Engineering Extension Service

## Standard Administrative Procedure

### SAP 13.99.99.N0.05 Participant Withdrawal, Dismissal, Transfer, and Leave of Absence

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#### Summary

This document provides the guidelines for Texas A&M Engineering Extension Service (TEEX) participants that withdraw, are dismissed, transfer, or are requesting a leave of absence after a class has begun.

#### Definitions

Administrative Withdrawal – The withdrawal of a participant initiated by TEEX due to the participants inability to meet course completion requirements (e.g., attendance).

Avocational course—This is a course designed for professional development and enhancement.

Class—This is the delivery of a TEEX course.

Dismissal—This is the removal of a participant, initiated by TEEX, due to the participant's failure to meet one or more TEEX policies or requirements.

Enrollment—This is the act of a participant registering for a TEEX sponsored event.

Leave of absence—This is a temporary break in a participant's attendance during which they are considered to be continuously enrolled.

Participant—This is an individual who is receiving services or training at TEEX sponsored events (e.g., training, technical assistance, emergency response activities, etc.).

Transfer—This is a participant who is unable to attend a course delivery and requests to be placed in a future course delivery.

Vocational course—This is a course/program designed to prepare participants for gainful employment in a recognized occupation.

Withdraw—This is a participant who attends a portion of the course but elects to remove themselves from the course/program prior to completion.

## Requirements

### 1. Leave of Absence

- 1.1 TEEX does not allow participants to take a leave of absence during a class.

### 2. Withdrawal

#### 2.1 General

- 2.1.1 Participants unable to complete a class they have started may withdraw prior to the class end date.
- 2.1.2 Participants who withdraw from a TEEX class are not allowed to resume with the same class delivery at a later date.
- 2.1.3 Participant enrollment in a future class delivery is dependent upon the reason for withdrawal. If a participant is not allowed to enroll in a future delivery of the program, the training manager must thoroughly document the reason for this decision in the class records and reference the class records in the participants reason for withdrawal in TEEXApps. Participants that disagree with this determination may appeal the decision as outlined in TEEX SAP 13.99.99.N0.04 *Participant Complaint and Appeal Process* .
- 2.1.4 Participants who withdraw will be refunded, when applicable, in accordance with TEEX SAP 26.01.99.N0.01 *Participant Refunds*.

#### 2.2 Avocational

- 2.2.1 Participants who withdraw from a class and register for a future class will complete the entire course again and will pay the full tuition and applicable fees. The training manager has the ability to approve a gratis or waiver for the tuition and fees for the future class.

#### 2.3 Vocational

- 2.3.1 The vocational course catalog will specify the exact number of consecutive days and/or hours a participant can miss before an administrative withdrawal from a vocational program can occur. Participants may also notify TEEX of their intent to withdraw in writing, but are not required to do so.
- 2.3.2 Participants that withdraw from a class and register for a future class delivery will pay the full tuition and applicable fees, unless the participant meets the criteria in 2.3.3.
- 2.3.3 Participants in good standing who experience one of the following extenuating circumstances after the start of a vocational program are able to withdraw from their current class and enroll in a future class: the death of an immediate family member, major medical issues or injury of the participant, a force majeure event, participant has been called to active military duty, or participant has been called to assist with a disaster response.

2.3.3.1 It is up to the training manager to determine placement of the participant in a future class and document the extenuating circumstances in the class records.

2.3.3.2 Participants enrolled in a future class delivery are not required to pay the full tuition or fees again, unless there are consumables or other expenses that must be covered by the participant again.

2.3.3.3 Participants that are unable to be placed in a future class will be withdrawn and refunded in accordance with TEEK SAP 26.01.99.N0.01 *Participant Refunds*.

### **3. Transfer**

#### **3.1 General**

3.1.1 Participants are able to transfer to a different class delivery prior to the class start date for which they are enrolled.

3.1.2 Participants who transfer will be refunded, when applicable, in accordance with TEEK SAP 26.01.99.N0.01 *Participant Refunds*.

#### **3.2 Avocational**

3.2.1 Participants are considered withdrawn when they transfer to a different class on or after the start date of the class in which they are enrolled and are not eligible for a refund.

#### **3.3 Vocational**

3.3.1 Participants are considered withdrawn (section 2.3) when they transfer to a different class on or after the start date of a class in which they are enrolled.

### **4. Dismissal**

4.1 Participants dismissed from a TEEK class may appeal the decision as outlined in TEEK SAP 13.99.99.N0.04 *Participant Complaint and Appeal Process* prior to readmittance to a future delivery.

4.2 Participants who are dismissed will be refunded in accordance with TEEK SAP 26.01.99.N0.01 *Participant Refunds*.

### **5. Dispute Resolution**

5.1 Participants who disagree with the terms related to their withdrawal, transfer, or dismissal may file an appeal as outlined in TEEK SAP 13.99.99.N0.04 *Participant Complaint and Appeal Process*.

### **6. Quality Assurance Measures**

6.1 The required documentation for course dismissal, withdrawals, or placement in a future class will be verified as part of the monitoring process identified in TEEK SAP 21.99.99.99-1 *TEEX Delivery Records Procedures*.

6.2 Refunds will be audited following the process identified within TEEK SAP 26.01.99.N0.01 *Participant Refunds*.

## **Related Statutes, Policies, or Requirements**

ACCET Reference: Standard VIII.B., Document 36

TEEX SAP 13.99.99.N0.04 *Participant Complaint and Appeal Process*

TEEX SAP 21.99.99.99-1 *TEEX Delivery Records Procedure*

TEEX SAP 26.01.99.N0.01 *Participant Refunds*

## **Office of Responsibility**

Strategic and Education Services (SES)

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