



**Policy Title:** AA3032 - Term Delete and Administrative Late Withdrawals

**Subject Area:** Academic

**Responsible Official(s):** Executive Vice President and Provost

**Responsible Office(s):** Registrar

## Definitions

***Term Delete*** –An administrative function where the registration record for a given term is removed from the system of record by the University Registrar’s Office.

***Administrative Late Withdrawal*** – An administrative action performed by the University Registrar’s Office where classes are withdrawn, and the student receives “W” grades for all registered classes for a particular term.

## Policy

A term delete is performed only in the case of administrative error on the part of the University of Memphis staff.

If a student provides an enrollment verification from another institution as proof that they did not attend the University of Memphis for a given term, the University Registrar’s Office may perform an administrative late withdrawal. If a student is involved in various administrative processes (such as administrative drops that did not occur) and a late withdrawal is warranted, the University Registrar may approve and process an administrative late withdrawal.

For all other late withdrawal situations, the student must go to the college of their major or the Academic Advising Center (if they are advised in the Academic Advising Center) for approval before the University Registrar’s Office will process.

## Related Documents, Policies and Forms

[AA3001 - Withdrawal from the University](#)

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