Standard Operating Procedure – Dropping Courses

Responsibility: Associate Dean; College Coordinator

Time Frame: The University Academic Calendar lists the last day to drop a class each semester.

Definition: Termination of enrollment can occur for excessive absence, failure to meet requirements, or disruption of the academic process. The “effective” date of the dropped courses is the date processed by the Office of the University Registrar. Students are responsible for keeping all paperwork. Termination of enrollment in a class occurs in one the following ways:

Procedures:

Step 1: Student Initiated--electronic

Step 1A: Before first class day until the official reporting day (ORD) or the 12th class day

Step 1B: Use myUH to drop electronically

Step 1C: No instructor signature required

Step 2: Student Initiated—paper “drop form”

Step 2A: After official reporting day (ORD) and before the last day to drop a class

Step 2B: Download and complete the drop form from the Graduate School web page

Step 2C: Instructor must sign the drop form

Step 2D: Submit the drop form to the Office of the University Registrar (Welcome Center), before close of business on or before the last day to drop a class or upload electronically to IRIS by the Office for Graduate Studies

Step 3: Instructor Initiated—paper “drop form”

Step 3A: After the last day to drop a class with a “W”, grade

Step 3B: Faculty/Instructor downloads and completes the drop form from the Graduate School web page

Step 3a: The University and College expect graduate students to commit to their courses

Step 3b: Rare, urgent, substantiated non-academic reasons

Step 3C: Associate Dean for Graduate Studies must review and sign

Step 3D: Submit the drop form to the Office of the University Registrar (Welcome Center) or upload electronically to IRIS by the Office for Graduate Studies