



INSTRUCTOR INITIATED DROP FORM

UNIVERSITY OF HOUSTON

USE A SEPARATE FORM FOR EACH DROP
- Form To Be Used After ORD -

Submit completed form to **The Welcome Center (Registrar)**

INSTRUCTIONS

Use a separate form for each student to be dropped.

Use this form for drops after the Official Reporting Date (ORD). See Academic Calendar at www.uh.edu/academics for specific date.

Use a No. 2 pencil or a black ink pen only.

You are responsible for the accuracy of information entered on this form. The effective date is the date the completed form is processed by RAR but no later than the last day to drop with a grade of W.

CORRECT: ● **INCORRECT:** ✗ ⊗ ⊕ ⊙

AREA A STUDENT DEMOGRAPHIC DATA

- Print the student's last name, first name, and middle initial beginning with the left column.
- Mark the first 3 letters of the student's last name.
- Print and mark the student's PeopleSoft ID number

AREA B ACADEMIC TERM

- Mark only one term.
- Print and mark the last two digits of year.

AREA C COURSE

- Print and mark the subject area, catalog number, and class number of the course from which you wish to drop the student.
- Lecture/Lab components require a single form listing the lecture component; the required lab will be dropped automatically.

AREA D INSTRUCTOR SIGNATURE

- Instructor's signature is required for processing.

"State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under sections 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect."

RAR OFFICE USE ONLY	
Staff Initials and Date	

AREA A STUDENT DEMOGRAPHIC DATA

Last Name										First Name					MI

Student ID

AREA B TERM

Semester
<input type="radio"/> Spring
<input type="radio"/> Summer
<input type="radio"/> Fall

Year
2 0

AREA C COURSE

Subject

Catalog Number

Class Number

AREA D INSTRUCTOR SIGNATURE

Instructor Signature (REQUIRED)	Date