

EMERGENCY WITHDRAWALS – UNDERGRADUATE

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RESOURCE PAGE: <http://www.uh.edu/provost/policies/student/>



DROP



WITHDRAW

Drop or Withdraw from course(s) BEFORE posted deadlines?

Have you ...

- Spoken with the instructor?
- Explored all options and campus resources to try to successfully complete the course (eg Center for Students with Disabilities, Learning Support Services, CASA, academic advisor?)
- Checked with appropriate advisors from areas of financial aid, international student services, student athletics, health insurance, housing etc on impact a drop/withdrawal may have?

If your decision is still to reduce your course load (to drop a course) or to fully withdraw, and it's BEFORE posted drop deadlines:

- Go straight to your student account via access.uh.edu to drop/withdraw from your courses. (full withdrawals from all courses in a term do not count against your 6Ws limit)
- Complete and submit a Term Withdrawal Request form via your myUH Student Self-Service access before deadlines.
- See the Office of the University Registrar for assistance.
- See academic advisor to plan successful return to coursework for timely degree completion.

Military Withdrawal?



See Office of the University Registrar for assistance.
 See UH Veteran Services if other assistance needed.

Emergency withdrawal? Drop or withdraw from courses AFTER posted deadlines?



The Office of Undergraduate Academic Affairs provides assistance to review, approve and process emergency withdrawals and offers referral assistance for student support. If a personal emergency is preventing you from successfully completing a course/courses and it is after the deadline to drop/withdraw, check if you may be eligible for a medical/administrative withdrawal. Understand that your financial aid may be impacted and that financial refund deadlines still would apply. See reverse side for Emergency Withdrawal Checklist.

IMPORTANT DEADLINES for EMERGENCY DROP and WITHDRAWAL

Term in which course(s) taken	DEADLINE for submission of completed request form with all supporting administrative/medical withdrawal documentation submitted
	WITHDRAWAL REQUESTS 140 calendar days from close of term when courses taken
Fall 2018	deadline 140 calendar days from term closing date December 12, 2018
Spring 2019	deadline 140 calendar days from term closing date May 9, 2019
Summer 2019	deadline 140 calendar days from term closing date August 9, 2019
	DROP - SINGLE COURSE(S) REQUESTS
Any term	Request to withdraw from course with W after deadline: no later than 90 days after the posting of the grade of the course

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BASIC EMERGENCY WITHDRAWAL CHECKLIST

STEPS FOR STUDENTS	STEPS OF UAA OFFICE
1. Speak with instructor(s) regarding status in course, explore academic options and campus resources to successfully complete course(s)	Provide referrals to campus resources for student support
2. Check with appropriate advisors on impact withdrawal may have on financial aid, international student status, student athletics, health insurance, housing etc	
3. Initiate withdrawal request with Undergraduate Academic Affairs request by deadline (after consultation with office staff, request form is issued to student)	Review documentation and determine eligibility
4. Submit all original signed supporting documentation to Undergraduate Academic Affairs by deadline	If request meets eligibility requirements, send requests to instructor(s) for review of proposed grade changes
5. Check email for notice of eligibility and status reports; respond to requests for documentation or other information	Place enrollment stop (medical withdrawal requests only)
6. If withdrawal approved, check student academic record for posted grade changes	Upon instructor feedback of grade change and final office approval, submit withdrawal requests to Registrar's Office to process grade changes
7. For medical withdrawals only, to lift hold prior to next term of intended enrollment: a. Submit letter of reinstatement from doctor at least 2 weeks prior to next term of enrollment affirming student ability to resume coursework successfully; if not enrolled for 13 months student must reapply for admission to UH, to include students returning from academic suspension b. Show proof of visit with academic advisor to review degree plan c. May be asked to show proof of visit with Learning Strategies Counselor in Learning Support Services	If medical withdrawal, review documentation for student readiness to successful return to classes; if approved, lift enrollment hold – or - cancel future enrollment (if any)
8. Visit with academic advisor to plan successful return to coursework for timely degree completion.	Provide referrals to campus resources for continued student support

Frequently Answered Questions

MEDICAL WITHDRAWAL?

Student requests to be withdrawn from all courses in a specified term when prevented from course completion for medical reasons. Verifying documentation is typically a letter from the student's physician/psychologist.

ADMINISTRATIVE WITHDRAWAL?

Student requests to be withdrawn from all courses in a specified term when prevented from course completion for non-medical reasons. Requires documentation verifying circumstance such as: letter from doctor showing primary caregiver for seriously ill family member, death certificate of immediate family member, letter of legal detention.

Students withdrawing under military orders prior to "W deadline" may be referred to Registrar's Office.

DROP FROM COURSE PAST DEADLINE?

The undergraduate policy on dropping courses permits that a student may request to be dropped from a course with a W past the deadline for reasons of personal emergency. Students must submit the request in writing with supporting documentation to UAA no later than 90 days after the posting of the grade. Standards of review for such requests are similar to those for administrative/medical term withdrawals, showing clear justification of how circumstances prevented completion of only the one course(s) versus requesting a term withdrawal for all courses

LIMIT OF 6Ws? ACADEMIC SUSPENSION? PASSING GRADES?

Term withdrawals do not count against the 6Ws limit. Students should not rely on medical withdrawal to immediately waive 6Ws or to immediately clear an academic suspension. There are approval and processing deadlines in colleges that may prohibit immediate clearance. Grade changes are not immediate. Students with passing grades are encouraged to seek other academic options or must sign a statement accepting loss of passing grades.

COMPLETION TIME?

Students help expedite the process by submitting all completed paperwork promptly. Depending on the situation and submission of documentation it may take over 3-4 weeks (particularly during summer when instructors may be away from campus) for final approval and before a grade change may be posted.

REFUNDS?

Refunds are not guaranteed and are administered by Student Financial Services following the State mandated refund schedule. UAA does not administer refunds or consider financial appeals.

ENROLLMENT HOLD?

For completed medical withdrawals, students must show documentation of support that they are ready to successfully return to the university; usually letter from same doctor who supported the request for withdrawal. Students with medical enrollment holds who are registered for future term courses may expect enrollment cancellation if documentation (described below) to support return is not submitted. Students must reapply for admission to UH if they have a) not been enrolled for 13 months and/or b) are returning from having sat out the required term for academic suspension.