

THE UNIVERSITY OF HOUSTON POLICY ON DROPPING COURSES

- Office of the Senior Vice President for Academic Affairs and Provost -

Dropping Courses

Beginning in Fall semester 2007, all students (current, transfer, and first time in college students) will be allowed a total of 6 Ws (withdrawals). W's may be used at any time during their college career to drop a course up through the last day to drop a course or withdraw from all courses. When these 6 Ws have been used, the student must complete all subsequent courses. When a class which includes a lab (or recitation) is taken concurrently, the dropping of such a class and lab (or recitation) will count as one withdrawal if dropped simultaneously.

The last day to drop or withdraw from a course without receiving a grade is the Official Reporting Day (ORD). Please see the academic calendar for the exact date, www.uh.edu/academics/catalog/general/academic_calendar.html.

The last day to drop or withdraw from a course with a grade of W will be the last day to drop a course for each semester (i.e. four weeks prior to the last class day of a fall or spring semester, six class days prior to the last class day of summer I, II, or IV, and three weeks prior to the last class day of summer III). Consult the academic calendar for specific dates, www.uh.edu/academics/catalog/general/academic_calendar.html.

Enrollment in a course may be terminated in any one of the following ways:

1. Undergraduate students who wish to drop a course must obtain the signature of the instructor.
2. An instructor may drop students for any one of the following reasons:
 - a. Lack of prerequisites or corequisites for the course listed in the latest catalog, but only through the last day for dropping courses. Students who have not met the prerequisites will be dropped without a tuition refund if the drop date is after the refund date. (Students who enroll in a course for which they are not eligible and then remain in the course knowingly misrepresent their academic records or achievements as they pertain to course prerequisites or corequisites and are in violation of the university's academic honesty policy.)
 - b. Excessive absences, but after the last day for dropping courses only with the approval of the dean of the college in which the course is being offered.
 - c. Causes that tend to disrupt the academic process (except those actions involving academic honesty, which comes under the jurisdiction of the academic honesty policy), but after the last day for dropping courses only with the approval of the dean of the college in which the course is being offered. Disruptive behavior includes the use of or the failure to deactivate cell phone, pages, and other electronic devices likely to disrupt the classroom. Students may make timely appeal of charges through the office of the dean of the college in which the course is taught.

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3. After the last day for dropping courses, undergraduate students may drop or be dropped by their instructor from a course with a W, as determined by the instructor, only with the approval of the dean of the college in which the course is offered and only for rare, urgent, substantiated, nonacademic reasons.

Students are expected to commit themselves to courses as early as possible in order to succeed in their courses.

The effective date recorded for termination of enrollment for all matters relating to University of Houston records will be the date the student drops the course through the Web site at <http://www.uh.edu/peoplesoft/mypeoplesoft/> or the date the properly approved current enrollment change request form, written request, or drop report is received by the Registrar's Office, at the Welcome Center.

Students are responsible for verifying that they have been dropped from a course on the Web site at <http://www.uh.edu/peoplesoft/mypeoplesoft/> or at the Registrar's Office in the Welcome Center. All F-1 and J-1 international students must see the International Student and Scholar Services Office before dropping courses. Business majors must also secure permission from the Office of Undergraduate Business Programs in the Bauer College of Business. Athletes must see the Assistant Director of Athletics before dropping courses.

Students may not receive a W for courses in which they have been found guilty of a violation of the Academic Honesty Policy. If a W is received prior to a guilty finding, the student will become liable for the Academic Honesty penalty, including F grades.

Students who find it necessary to request either a medical or administrative withdrawal from the university before the end of the semester will not have to use their Ws for withdrawal. Likewise, financial withdrawals will not be included in the number of Ws used.

Senate Bill 1231 provides that, except for several specific instances of good cause, undergraduate student who enrolled for the first time in a Texas college or university in Fall semester 2007 or after will be limited to a total of six (6) dropped courses during their entire undergraduate career.

SB 1231 applies to courses dropped at public institutions of higher education in Texas including community and technical college, health science centers that offer undergraduate programs, and universities. Courses dropped at independent/private Texas institutions, or at colleges and universities in other states, should not be counted against the Texas public institution student's 6 drop limit. Courses with separate lecture and lab/discussion section components for which coenrollment is required should be treated as a single course for purposes of the limitation.