

ADMINISTRATIVE & MEDICAL WITHDRAWALS - QUICK SHEET

Academic Program Management -- 109 E. Cullen - Houston, Texas 77204-2035 -- Tel: 713-743-9112 Fax: 713-743-0717

Semester in which courses taken	DEADLINE for submission of completed request form with all supporting administrative/medical withdrawal documentation submitted
WITHDRAWAL REQUESTS	
Spring 2011	140 calendar days from close of term when courses taken (term closing: May 13, 2011)
Summer 2011	140 calendar days from close of term when courses taken (terms closing: S1 July 6, S2 July 26, S3 & 4 August 8 & 9, 2011)
Fall 2011	140 calendar days from close of term when courses taken (term closing: December 16, 2011)
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 (effective Fall 2009 policy)

MEDICAL WITHDRAWAL? Student requests to be withdrawn from all courses in a term because of medical issues. Verifying documentation is typically a letter from the physician/psychologist.

ADMINISTRATIVE WITHDRAWAL? Student request to be withdrawn from all courses in a term because of inability to complete coursework caused by extraordinary circumstances. Requires documentation verifying circumstances such as: letter from doctor showing primary caregiver for seriously ill family member, death certificate of immediate family member, military orders, letter of legal detention.

WITHDRAW 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, only for rare, urgent, substantiated, nonacademic reasons (eg medical or personal emergency). Effective fall 2009 policy, students must submit the request in writing with supporting documentation to the Office of Academic Program Management 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 impacted only the one course(s) versus requesting a term withdrawal for all courses.

ACADEMIC SUSPENSION? LIMIT OF 6Ws?

Students should not rely on medical withdrawal to immediately permit them to exceed their 6Ws or to immediately clear their academic record of suspension. Grades changes require instructor approvals and are therefore not processed immediately from this office.

COMPLETION TIME?

Depending on the situation and arrival of documentation it may take from 3 weeks to 3 months (particular during the summer). Students may help expedite the process by submitting all completed paperwork promptly.

REFUNDS?

Not guaranteed. See Student Financial Services for State mandated refund schedule. APM does not administer refunds or consider financial appeals on medical or administrative withdrawals.

ENROLLMENT STOP?

For completed W medical withdrawals, student must show documentation that they are ready to successfully return to the university; usually from same doctor who sent the first letter.

What are the common reasons for disapproving a medical or administrative withdrawal request?

Deadline has expired

The request and all supporting documentation must be submitted and approved before the deadline (close of term after the term course was taken.)

Incomplete documentation

If there is signed request form or verifying documentation received the request may not be approved. All documents must be submitted before the deadline; All documents must contain the information needed to verify the effective dates for the incident / treatment and last date of attendance for the semester of withdrawal. Students are referred for disciplinary action in such cases in which false documentation is submitted.

Incorrect or inconsistent dates

The last date of attendance in the course, dates in supporting documentation and university records must all be consistent.

WHAT THE STUDENT DOES	WHAT APM DOES
1. Initiate withdrawal request by deadline	1. Review documentation, eligibility
2. If financial aid, international, student athlete check with advisors first	2. If medical withdrawal, place enrollment stop
3a. Submit all original signed supporting documentation 3b. Check email for status/outcome	3a. Review documentation, approve/disapprove eligibility 3b. If approved, initiate grade change requests with instructors
4. Check account for posted grade changes, after approval	4. Submit grade change requests with Registrar's office
5. Return to APM with letter from doctor permitting student to resume studies (if medical withdrawal)	5. Review letter for return, lift enrollment stop
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