

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 (e.g. [Center for Students with Disabilities](#), [Excused Absence Policy](#), [CASA](#), academic advisor?)
- Checked with appropriate advisors from areas of [Financial Aid](#), [International Student Services](#), [Student Athletics](#), [Health Insurance](#), [Housing](#), etc. on the 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 deadlines as shown on the [Academic Calendar](#), continue with the standard options of dropping or withdrawing through your myUH account (full withdrawals from all courses in a term do not count against your 6Ws limit).

- Login to your myUH account, then select the Academic Records icon.
- Look for the option to drop a course, or to fully withdraw, select the Request Term Withdrawal option. See the [Office of the University Registrar](#) for additional drop/withdrawal assistance.
- See your 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.
- See [policy of students called to active duty](#).

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



What is an emergency withdrawal? An emergency withdrawal is an option to withdraw from coursework after the self-withdrawal deadline has passed. Students must provide documentation verifying eligible unforeseen circumstances that impeded academic progress.

What does an emergency withdrawal provide? Upon approval, an emergency withdrawal typically assigns a grade of W for courses and is not counted against a student's 6W limit, providing the same academic result as a term withdrawal. Understand that financial aid may be impacted and that financial refund deadlines still would apply. An emergency withdrawal does not provide students any additional financial considerations.

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 and supporting documentation. Documents must be submitted by priority deadline for completion by the next term.
	WITHDRAWAL REQUESTS
	FINAL DEADLINE 140 calendar days from close of term when courses taken
Spring 2021	Priority deadline is April 30, 2021. Final deadline is September 30, 2021
Summer 2021	Priority deadline is July 31, 2021. Final deadline is December 31, 2021
Fall 2021	Priority deadline is December 15, 2021. Final deadline is May 4, 2021
	DROP - SINGLE COURSE(S) REQUESTS
Any term	Request to withdraw from course with W after deadline: See priority deadline as above, final 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)	
4. Submit all original signed supporting documentation to Undergraduate Academic Affairs by deadline	Review documentation and determine eligibility
5. Check email for notice of eligibility and status reports; respond to requests for documentation or other information	
6. If withdrawal approved, check student academic record for posted grade changes	Upon final office approval, submit withdrawal requests to Registrar's Office to process grade changes. Place enrollment hold (medical withdrawal)
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. In support of academic recovery, students may be asked to show proof of visit with academic advisor to review degree plan and/or visit with additional academic success support services.	If medical withdrawal, review documentation for student readiness to successfully 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 impeded from academic progress 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 impeded from academic progress for non-medical reasons. Requires documentation verifying circumstance such as: letter from doctor verifying the student served as the primary caregiver for a seriously ill family member, death certificate of an immediate family member, or a letter of legal detention.

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 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 requested 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 emergency 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 acknowledge the loss of passing grades if the emergency withdrawal is approved.

PROCESSING 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 for final approval and before a grade change may be posted. Students who do not submit their documentation by the priority deadline may not have their emergency withdrawal process completed before the start of the next term. See first page for deadlines.

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. Students with financial aid or housing concerns should contact those departments separately for guidance.

ENROLLMENT HOLD?

For completed medical withdrawals, students must submit a letter of reinstatement documentation that they are ready to successfully return to the university; usually letter from same doctor who supported the request for withdrawal. 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.