

# Memo

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**Date:** 9/20/2006  
**To:** UC-Academic Policy Committee  
**Cc:** Undergraduate Council  
**From:** Izzy Gamez on behalf of Enrollment Management Task Force (EMTF)  
**RE:** Drop Policy Reccomendations

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The attachment is a result of the last discussion of the UC sub-committee.

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Attachments

- *Beginning in the Fall 2007 Semester, all students (current, transfer, and FTIC students) will be allowed to withdraw (i.e., drop) a course "without penalty" only through the fifth week of classes. Thus, in effect, the Academic Policies and Procedures Committee recommendation is to change the last day to drop without receiving a grade from the current four weeks into the semester to five weeks into semester. The Committee notes that a financial penalty still accompanies dropping any course after the twelfth class day since the course counts toward the 30-hour enrollment cap and the student must enroll in and thus pay for the course (or equivalent course) again.*
- *After the fifth week of classes, all students (current, transfer and FTIC students) will be allowed a total of 5 Ws (withdrawals) to 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 5 Ws have been used, the student must complete all subsequent 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 withdrawal 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.*
- *The Q grade can be discontinued since the proposed W is to be used regardless of whether or not the student was passing or not passing the course.*
- *The W grade option can be removed from the final grade sheet since it is no longer necessary for the instructor to award a grade of W.*

The difference between the policy proposed by the Task Force on Enrollment Management and the policy recommended by the committee can be illustrated by the following scenarios.

#### **Scenario 1 - Task Force on Enrollment Management Proposal**

A student who drops a three-hour course on the twentieth class day uses one of the **six** available Ws and three hours toward the 30-hour enrollment cap.

#### **Scenario 1 – Academic Policies and Procedures Committee Recommendation**

*A student who drops a three-hour course on the twentieth class day uses three hours toward the 30-hour enrollment cap but does not use one of the **five** available Ws.*

#### **Scenario 2 – Task Force on Enrollment Management Proposal**

A student who drops a three-hour course on the thirtieth class day uses one of the **six** available Ws and three hours toward the 30-hour enrollment cap.

#### **Scenario 2 – Academic Policies and Procedures Committee Recommendation**

*A student who drops a three-hour course on the thirtieth class day uses one of the **five** available Ws and three hours toward the 30-hour enrollment cap.*

A recurring question among Academic Policies and Procedures Committee members is whether four or six meeting times prior to the twelfth class day (perhaps as few as one or two for some classes that meet once a week) is enough time for the requirements of a class to be established. Without question, for the majority of classes, four or six meeting times will not be enough for meaningful assignments to be given to students and subsequently evaluated by the instructor. While there is no guarantee that the student will have in all courses a meaningful assignment or exam given and evaluated prior to the end of the fifth week, attendance at ten 75-minute class sessions or fifteen 50-minute class sessions and studying course material outside of class over a five-week period should be enough time for the student to evaluate whether his or her grasp of the course material combined with other time commitments will make it possible to continue in the course. In cases where it is not, if necessary the student can elect to use one the five available Ws.

In addition, the committee recommends that every drop form contain a statement of the 30-hour enrollment cap and the consequences that accompany exceeding the cap.

**Comments for inclusion on the drop form.**

1. *Please note that substantial financial implications accompany dropping any course after the twelfth class day in either the fall or spring semester. Current policy allows students dropping a course on or before the twelfth class day to receive a refund of the tuition and fees associated with the course dropped. On the other hand, students who elect to drop a course between the day after the twelfth class day and the Last Day to Drop Without Receiving a Grade (generally five weeks after the first day of class of a fall or spring semester) are not eligible to receive a refund of the tuition and fees associated with the course dropped. Thus should students take the course dropped again, they must pay the tuition and fees for the course again, possibly at a higher rate.*
2. *State law states that students who are residents of the State of Texas are allowed to attempt (where an attempt is any course in which a student is enrolled on the twelfth class day) only the number of hours necessary to complete a degree in their approved major plus 30 hours. When this limit is exceeded, State law authorizes the University of Houston and all other State of Texas institutions to charge additional fees up to a maximum of the out-of-state tuition rates.*
3. *State law also authorizes the University of Houston and all other State of Texas institutions to charge out-of-state tuition rates for students who enroll in a course a third or more time.*