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Memo

Date: 11/06/2006
To: UC-Academic Policy Committee
Cc: Undergraduate Council
From: Izzy Gamez on behalf of Enrollment Management Task Force (EMTF)
RE: Drop Policy Recommendations

Replaced by
UC 9238 07S
1/24/07

The attachment is a revised copy of the drop policy in catalog ready language. Please contact Dr. Agnes Defranco if you would like further information at aldefranco@central.uh.edu; you may also reach her at 713-743-2422.

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Attachments

Dropping Courses

Beginning in the Fall 2007 Semester, all undergraduate students (current, transfer and FTIC students) will be allowed a total of 6 Ws (withdrawals). Ws may be used at any time during their college career at the University of Houston to drop a course 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.

The last day to drop or withdraw from a course without receiving a grade is the day before 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 or U (in the case of S/U grading) is four weeks prior to the last class day of a fall or spring semester, six class days prior to the last class day of a summer I, II, or IV, and three weeks prior to the last class day of summer III. Please 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. After late registration through the last day to drop or withdraw from a course without receiving a grade, most students may drop courses without any signature.
2. After the last day to drop or withdraw from a course without receiving a grade, and until the last day to drop or withdraw from courses, undergraduate students who wish to drop a course must obtain the signature of the instructor, who will assign the letter grade **W** or **U**. **Business majors** must also secure permission from the Office of Undergraduate Business Programs in the Bauer College of Business. **Athletes** must also secure permission of the Assistant Director of Athletics. **International F-1 students** must also have permission of an international student counselor.
3. An instructor may drop students for any one of the following reasons:
 - a. Lack of prerequisites or co-requisites 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 who continue to participate in the course knowingly misrepresent their academic records or achievements as they pertain to course prerequisites or co-requisites are in violation of the university's academic honesty policy and will not receive credit for the course).
 - 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 come 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 phones, pagers, 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.

Students are expected to commit themselves to the courses as early as possible to ensure success in their courses.

Regardless of the date of last attendance, 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/enroll/rar>
- 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 with the Registrar's Office at the Welcome Center or may use the web site above to check their enrollment status. All **F-1 and J-1 international students** must see the International Student and Scholar Services Office before dropping courses. **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 a medical 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 will be discontinued since the proposed W is to be used regardless of whether or not the student was passing or not passing the course.