

Standard Operating Procedure – Dropping Courses**Responsibility: Associate Dean; College Coordinator****Time Frame:** The University [Academic Calendar](#) lists the last day to drop a class each semester.**Definition:** Termination of enrollment can occur for excessive absence, failure to meet requirements, or disruption of the academic process. The “effective” date of the dropped courses is the date processed by the Office of the University Registrar. Students are responsible for keeping all paperwork. Termination of enrollment in a class occurs in one the following ways:**Procedures:****Step 1: Student Initiated--electronic****Step 1A:** Before first class day until the [official reporting day](#) (ORD) or the 12th class day**Step 1B:** Use [myUH](#) to drop electronically**Step 1C:** No instructor signature required**Step 2: Student Initiated—paper “drop form”****Step 2A:** After [official reporting day](#) (ORD) and before the last day to drop a class**Step 2B:** Download and complete the drop form from the [Graduate School](#) web page**Step 2C:** Instructor must sign the drop form**Step 2D:** Submit the drop form to the Office of the University Registrar (Welcome Center), before close of business on or before the last day to drop a class or upload electronically to [IRIS](#) by the Office for Graduate Studies**Step 3: Instructor Initiated—paper “drop form”****Step 3A:** After the [last day](#) to drop a class with a “W”, grade**Step 3B:** Faculty/Instructor downloads and completes the drop form from the [Graduate School](#) web page**Step 3a:** The University and College expect graduate students to commit to their courses**Step 3b:** Rare, urgent, substantiated non-academic reasons**Step 3C:** Associate Dean for Graduate Studies must review and sign**Step 3D:** Submit the drop form to the Office of the University Registrar (Welcome Center) or upload electronically to [IRIS](#) by the Office for Graduate Studies