
UNIVERSITY of HOUSTON | COLLEGE OF EDUCATION

Standard Operating Procedure – Termination of Enrollment in a Graduate Program

Responsibility: Associate Dean; College Coordinator

Time Frame: Yearly Prior to Official Reporting Day (ORD) of the Fall Semester

Definition: A satisfactory rate of progress toward the degree is required throughout a doctoral student's enrollment. A department may terminate enrollment at any time if the rate of progress is not satisfactory. Prior to termination of enrollment, the department chair of the student's major notifies the student, with an explanation, in writing. Send copies of all departmental communication, with the student, to the Office of Graduate Studies for archiving and processing.

Procedures:

Step 1: Every doctoral student in the College of Education uses the "Annual Review" option in their MyAdvisor account to self-evaluate their progress for the previous year.

Step 2: Each departmental faculty advisor reviews their advisees annually using the "Annual Review" option in MyAdvisor.

Step 2a: If the faculty advisor "Approves" the student's progress, the process moves forward in the proscribed approval process.

Step 2b: If the faculty advisor "Disapproves" the student's progress or the student fails to submit an "Annual Review", the faculty advisor can begin the Termination of Enrollment process.

Step 3: The faculty advisor, the Program Lead, and the student meet and map out an Advancement Plan.

Step 3a: The Advancement Plan should include a list of expectations and reasonable deadlines.

Step 3b: All parties sign and date the Advancement Plan. Each member receives a copy. The Office of Graduate Studies archives an additional copy.

Step 4: Failure to meet expectations and/or deadlines begins the departmental termination of enrollment.

Step 4a: Faculty advisor notifies the student, in writing on department letterhead, of the infractions and gives the student a 30-day time limit to respond to the letter of termination. (Registered Letter and e-mail)

Step 4b: If the student responds, the faculty advisor schedules a meeting with the student, faculty advisor, Program Lead, Department Chair to discuss Advancement Plan outcomes and the path forward. Additional outcomes may include weekly/monthly updates between the student and the faculty advisor and/or Program Lead.

Step 4c: All parties sign the second Advancement Plan. Each person receives a copy and an additional copy goes the Office of Graduate Studies for archiving and processing.

Step 5: If the student fails to respond (within 30-days) to the formal letter from the department, the department formally dismisses the student from the University of Houston and communicates the dismissal in a formal letter (on department letterhead) to the student.

Step 6: The department completes and signs a [Graduate and Professional Student Petition](#) to dismiss/discontinue student enrollment.

Step 6a: Check box #1.

Step 6b: Attach the letter of dismissal and note in the “Explanation of Request” area on the form.

Step 6c: Forward all documents to the Office of Graduate Studies for the Associate Dean’s signature.

Step 7: The Office of Graduate Studies scans and forwards all documents to the University Graduate School for final processing and discontinuing of the student enrollment at the University of Houston.

Step 8: The Office of Graduate Studies notifies the student, via e-mail, of the University decision.