

UC 8798 05F

U N I V E R S I T Y of
H O U S T O N

Office of Academic Program Management

Received 11/15/05

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*See UC 8802 05F
for final document*

APPROVED DEC 07 2005



TO: Dr. Lawrence Williams

FROM: Marilu McGregor

RE: Withdrawal Policy

DATE: November 15, 2005

Last month, I proposed a revision in the Medical Withdrawal policy (UC 8752 05F). In the course of discussions about the Medical Withdrawal policy, the Academic Policies and Procedures Committee recommended that the Administrative Withdrawal Policy be included in the University Withdrawal section of the Undergraduate Catalog (pages 67-68 of the 2005-2007 edition). Below is a proposal that includes both revisions. The proposed Medical Withdrawal policy also includes a change in language (3.A.2) that provides consistency throughout the policy.

PROPOSED POLICY

3. Medical Withdrawal (Addition and changes in *italics*)

A. Policy: Undergraduate and Postbaccalaureate Students

1. The senior vice president for academic affairs (or designated representative) may grant medical withdrawals at any time to students who must withdraw for medical reasons from all courses for which they are registered at the University of Houston. It is expected that the appeal will be filed as soon as possible, no later than the end of the semester following the semester in which the coursework was taken.
2. Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall *normally receive a W in each course for which they were registered, although the instructor has the option of assigning an I or F.*
3. *Students may not receive Medical Withdrawals for courses in which they have been found guilty of a violation of the Academic Honesty Policy. If a Medical Withdrawal is completed prior to a guilty finding, the student will become liable for the Academic Honesty penalty, including F grades.*
4. Students who receive medical withdrawals must obtain permission from the senior vice president for academic affairs (or designated representative) to enroll again at the University of Houston.

B. Procedures

1. Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at the university shall, as soon as possible, request medical withdrawals in writing from the senior vice president for academic affairs, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.
2. The senior vice president for academic affairs (or designated representative) shall
 - a. review each request and its accompanying documentation,
 - b. make inquiries and seek recommendations from instructors record and others as appropriate,
 - c. decide whether to approve or deny the request,
 - d. inform both the student and the dean of the college of the student's major of the decision in writing, and
 - e. if the request is approved, place a medical withdrawal enrollment "stop" on the student's record unless otherwise noted by physician, clinical psychologist or licensed clinical practitioner.

3. If the medical withdrawal is requested with an effective date after the last day for a student to withdraw from classes without receiving a grade, the senior vice president for academic affairs shall, in making inquiries and seeking recommendations from each instructor of record, notify each that if approved, the withdrawal will normally result in a grade of **W**.
4. The senior vice president for academic affairs (or designated representative) shall determine the student's final grade when approving the request, and shall inform the student and each instructor's dean. Registration and Academic Records (which will enter the assigned grades into the student's record), the Office of Scholarships and Financial Aid, and the Student Financial Services Department.
5. Students who receive medical withdrawals and later seek to return to the university shall submit a written request, including a statement from a physician or psychologist, to the senior vice president for academic affairs justifying their readiness to resume their studies.
6. The senior vice president for academic affairs (or designated representative) shall
 - a. review each request to resume study at the university,
 - b. make inquiries and seek recommendations as appropriate,
 - c. decide whether to approve or deny the request,
 - d. inform both the student and the dean of the college of the student's major of the decision in writing, and
 - e. if the request is approved, remove the medical withdrawal enrollment "stop" from the student's record. (This action does not remove any other "stops" that may have been placed on the student's record by other university officials.)

4. Administrative Withdrawal

A. Policy: Undergraduate and Postbaccalaureate Students

1. The senior vice president for academic affairs (or designated representative) may grant administrative withdrawals at any time to a student who must withdraw from all courses for which he or she is registered at the University of Houston based on an extenuating circumstance beyond the control of the student. It is expected that the appeal will be filed as soon as possible, no later than the end of the semester following the semester in which the coursework was taken.
2. Students who receive administrative withdrawals after the last day to withdraw without receiving a grade shall normally receive a **W** in each course for which they were registered, although the instructor has the option of assigning an **I** or **F**.
3. Students may not receive Administrative Withdrawals for courses in which they have been found guilty of a violation of the Academic Honesty Policy. If an Administrative Withdrawal is completed prior to a guilty finding, the student will become liable for the Academic Honesty penalty, including **F** grades.

B. Procedures

1. Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for administrative reasons from all courses for which they are registered at the university shall, as soon as possible, request administrative withdrawals in writing from the senior vice president for academic affairs, submitting all appropriate documentation, including a statement from a physician, psychologist or legal advisor, with their written requests. In the event of death of an immediate family member (mother, father, grandparent, sister, brother, child, spouse) an official death certificate will be required.
2. The senior vice president for academic affairs (or designated representative) shall
 - a. review each request and its accompanying documentation,
 - b. make inquiries and seek recommendations from instructors of record and others as appropriate,
 - c. decide whether to approve or deny the request,
 - d. inform both the student and the dean of the college of the student's major of the decision in writing, and
3. If the administrative withdrawal is requested with an effective date after the last day for a student to withdraw from classes without receiving a grade, the senior vice president for academic affairs shall, in making inquiries and seeking recommendations from each instructor of record, notify each that if approved, the withdrawal will normally result in a grade of **W**.

4. The senior vice president for academic affairs (or designated representative) shall determine the student's final grade when approving the request, and shall inform the student and each instructor's dean, Registration and Academic Records (which will enter the assigned grades into the student's record), the Office of Scholarships and Financial Aid, and the Student Financial Services Department.