

UC 8802 05F

Received 12/2/05

TO: Lawrence Williams, Chair
Undergraduate Council

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APPROVED DEC 07 2005

FROM: Richard Scamell
Academic Policies and Procedures Committee

SUBJECT: Proposal to Amend Medical Withdrawal Policy (UC 8752 05F, UC 8795 05F and UC 8798 05F)

DATE: December 7, 2005

The Committee met on Wednesday, November 2 and again on Wednesday, November 30 to consider a request from the Office of Academic Program Management to amend the Medical Withdrawal Policy to state that a medical withdrawal may not be granted for a course in which there is an alleged academic honesty violation. Participating in the November 2 discussion were committee members Joel Bloom, Simon Bott, William Chernish, Willie Munson, Charles Peters, Richard Scamell, and Maria Solino. Participating in the November 30 discussion were committee members William Chernish, Norman Nelson, Hezal Patel, Richard Scamell, Maria Solino and Rebecca Achee Thornton. Marilu McGregor attended both meetings as a guest and Larry Williams attended the November 2 meeting as a guest.

Attached is the entire General Withdrawal Policy from pages 67-68 in the 2005-2007 Undergraduate Studies Catalog. Please note that the revisions proposed in UC 8752 05F are italicized and appear in the shaded areas under A.2 and A.3 on page 4 of the attachment. In addition, the Administrative Withdrawal section on pages 6 and 7 of the attachment was included in response to the committee's suggestion in UC 8795 05F that a discussion of the Administrative Withdrawal Policy be added to the other two University Withdrawal policies (Financial Withdrawal and Medical Withdrawal) in the catalog. Modifications shaded and in a bracketed bold font throughout the entire attached General Withdrawal Policy constitute revisions suggested by the committee.

The Committee unanimously endorses the proposal to amend the Medical Withdrawal Policy plus each of the other suggested revisions to the discussion of General Withdrawal in the 2005-2007 Undergraduate Studies Catalog.

General Withdrawal

In addition to following the procedure for dropping a course, students must return all library books and laboratory equipment and have their UH record clear in every respect. Students who wish to withdraw may do so through the web site at <http://www.uh.edu/enroll/rar> or the **Voice Information Processing (VIP)** system at **713-743-8484** up to the last day to drop or withdraw without a grade or they may come to the Registrar's Office, 108 Ezekiel W. Cullen Building, or write:

University of Houston
Registrar's Office
102 E Cullen Building
Houston, TX 77204-2027

The recorded date for withdrawal will be the date:

1. the withdrawal is completed through the website or VIP, or
2. the completed form is submitted to the Registrar's office, or
3. the letter requesting withdrawal is received.

Students whose enrollment in a course is terminated on or before the last day to drop or withdraw without receiving a grade (a date listed in the academic calendar and in the class listings) will not have courses appear on permanent records, and grades will not be assigned. When terminations are made after this date, the message and date of withdrawal will appear, grades of **W** (withdrawal, either passing or with no evaluative data available at the time of drop) or **F** (withdrawal, failing) will be assigned by the instructor at the close of the semester, and the courses and grades will appear on the permanent records.

Students are responsible for initiating action to drop or withdraw from classes on or before the last day to drop a course. Students who fail to do so will be retained on the class rolls even though they may be absent for the remainder of the semester. In such instances grades of **F** (or **U** in **S/U** graded courses) will be given unless mitigating circumstances warrant grades of **I** (incomplete).

University Withdrawal

In addition to suspension for academic or disciplinary causes, students may be withdrawn **[from all courses]** by the university for **[financial, medical or administrative]** reasons. **[This section defines conditions that can lead to financial withdrawal by the university plus policies and procedures that govern student-initiated requests for medical and administrative withdrawals.]**

1. **Financial Withdrawal**

Students who make payment on their account with checks which are returned to the university for insufficient funds or who fail to pay by designated deadlines will be withdrawn from the university without refund. Students who are financially withdrawn after the last day to drop or withdraw without a grade will receive "W" or "F" grades only for the semester.

Note: Students with two or more returned checks must make payment on their account by cash, cashier's check, money order, or credit card. No checks - personal or otherwise - will be accepted.

2. **Financial Responsibility**

Students incur charges for a variety of services provided by the university. It is the expectation, as well as a condition of enrollment at the University of Houston, that students satisfy their financial responsibilities in a timely fashion. Individuals who fail to do so will incur the sanctions outlined in this section.

Students who illegally enroll at the University of Houston by (a) failing to pay past due balances at any other University of Houston campus, (b) providing the Office of Scholarships and Financial Aid with false information for purposes of obtaining financial assistance, or (c) presenting a check for enrollment expenses that is returned by the university's bank, will have 10 calendar days to legitimize their enrollment. The 10 days will begin on the date the university mails notification to the student specifying what action the student must take to correct existing deficiencies. Failure of a student to respond within the 10-day period to a notice of a returned check for the initial fee payment will result in the student being financially disenrolled from the university.

Students who write or produce two bad checks (unless due to bank error) to the university for tuition and fees, or for any other university obligation, forfeit check-writing privileges for one year and must petition for future eligibility. This means that students must meet financial obligations by cash, cashier's check, money order, or credit card only. No personal checks from the student or anyone representing the student will be accepted.

In addition, a student who has tendered to the university a check returned unpaid by the bank will be assessed a \$20 service charge. Any time payment is not made by the due date indicated, a late fee will be assessed, and a financial stop placed on any balance of \$10 or greater.

Students who fail to make their first payment indicated on their initial fee bill will be canceled from their courses for non-payment and their records will reflect no enrollment. Students who make their initial payment then fail to make subsequent payment by the final payment deadline provided will be subject to the following sanctions:

- A \$50 severance of service fee will be assessed on balances greater than \$300.
- Financial stops will be placed on balances of \$10 or greater, preventing further enrollment until cleared by the Student Financial Services Office.
- Credit and grades for the work done that semester may be withheld. Grades of "A", "B", "C", "D", "I", or "Q" will be changed to "W" for the students who fail to pay by the end of the semester; grades of "F" or "U" will be unchanged. The Registrar's Office will hold the original grades on file for six months after the end of the semester. If payment is received within that period, the passing grades may be reinstated.
- No degree will be conferred to a student or former student until financial obligations have been satisfied.
- University housing may be denied.
- Transcripts or statements regarding courses or prior credits will not be provided to or on behalf of a student who is in default on any payment to the university.
- Non-payment by the end of the semester will result in transfer of the student's account to the Collections Office and assessment of a collection fee of at least 25 percent of the outstanding balance.
- Continued delinquency will result in the placement of the account with an external collection agency.

Grade changes as a result of non-payment, dropping courses, or withdrawing from the university will not relieve the student of unmet financial obligations to the university.

Stopping payment on a check used to pay tuition and fees is not sufficient notice of withdrawal from the courses and will not release students from their financial obligation for those courses.

The University of Houston is a state of Texas institution of higher education, which means that payment of a specified portion of the student's account balance (determined by the payment plan a student chooses) is a condition of enrollment. Courses will be canceled for students who do not pay their minimum registration and tuition fees by the assigned time. Should courses be canceled, students may register or re-enroll during the next registration cycle if one exists.

3. Medical Withdrawal

[A student may request withdrawals from all courses in which the student is enrolled in cases where the student experiences a medical situation that impedes academic progress. The policy and procedures for requesting a medical withdrawal follow.]

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~~ **[request]** 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~~ **[submit a]** medical withdrawal **[request]** ~~in writing from [to]~~ the senior vice president for academic affairs, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written request.
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

- c. 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 student may request withdrawals from all courses in which the student is enrolled in cases when the student experiences an extenuating personal or family situation, beyond the control of the student, that impedes academic progress. The policy and procedures for requesting an administrative withdrawal follow.]

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~~ **[request]** 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~~ **[submit an]** administrative withdrawal **[request]** ~~in writing from~~ **[to]** 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.