

GPSC 5986 08S Withdrawal Process for Graduate and Professional Students

**RECEIVED** MAY 18 2009

Course Withdrawal Procedures for Students in Graduate Programs

A. Student-Initiated Procedure

1. The student initiates this type of withdrawal process by conferring with the graduate advisor, chair, or the College Dean of her major. After receiving approval at this level, the student must take the appropriate form to the instructor of the course for a signature. The student must then submit the form to the dean's office of the college in which the course is offered. If the withdrawal is administrative or medical and is to apply to all courses, the documentation should, following approval by the dean, be submitted to the Office of the Dean of Graduate and Professional Studies. The request should be on a general petition and include supporting documentation and information justifying the request. The Graduate and Professional Studies office will process the petition and send it on to the Registrar's office.
2. Some of the consequences for withdrawing from courses include the following:
  - (a) A doctoral student who drops a course after Official Reporting Day will have the hours counted toward the 99-hour cap.
  - (b) If a student drops below  $\frac{1}{2}$  time, she is no longer eligible for financial aid and may be required to begin repaying loans.
  - (c) If she received federal aid in the form of loans, a portion of the aid must be returned to the federal government. In this case, the student owes money back to the university.
3. If the student-initiated withdrawal process is completed before the Official Reporting Day, no grade will appear on the student transcript. After that date, graduate/professional students will be allowed to drop a course only for rare, urgent, substantiated, non-academic reasons, and a grade of W will appear on the official transcript.

## **B. Instructor-Initiated Withdrawal Procedure**

An instructor on her own initiative may drop a student either before or after the last day for dropping a course but before the final grading period if over, for any 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 then remain in the course are knowingly misrepresenting their academic records and are in violation of the university's academic honesty policy).

(b) Excessive absences, after the last day for dropping courses.

(c) Disruption of the academic process (but not including academic dishonesty, which comes under the jurisdiction of the academic honesty policy). Disruptive behavior includes the use of or the failure to deactivate cell phones, pagers and other electronic devices likely to disrupt the classroom.

After the final date for submitting grades for any semester a grade of "W" can be assigned by the instructor only if approved by the dean of that college in which the course is being offered. If the approval of the dean is granted, the student and the administrative office of the graduate program in which the student is enrolled will be informed of the withdrawal.

A student withdrawn by an instructor may make timely appeal of charges through the office of the Dean of the College in which the course is taught.

Note: In either a student-initiated or an instructor-initiated withdrawal, a grade of "W" approved by a dean as above described should be entered on the Academic Records Adjustment form at the end of the semester.

The Policy subcommittee has made the following changes to the policy currently in the undergraduate catalog for review and adopted a policy for graduate student withdrawal with the changes as shown below:

1. Added an introduction and separated the policy and procedures for student initiated withdrawals into sections 1 and 2, with paragraph 3 for faculty initiated withdrawals.
2. Added review by the graduate advisor or the Dean of the College of the major as the first step in student initiated withdrawals. This review will help maintain adherence of the course load requirements for international students, and graduates receiving assistantships or fellowships, as well as providing advice concerning degree requirements. Adding information on medical withdrawal and administrative withdrawal from all classes.
3. Added the circumstances for approval after the last day for dropping courses to the beginning of the statements rather than the end. Adding information on the Academic Record Course Adjustment form for reporting a W at the end of semester.
4. Added when the W is added to the student's transcript.
5. Placing the last process after the deadline for faculty initiated withdrawals at the end.



# UNIVERSITY of HOUSTON

OFFICE OF THE DEAN OF GRADUATE AND PROFESSIONAL STUDIES

GPSC Action/Recommendation Form  
December 18, 2008

Sent to  
UCC on  
Monday,  
May 18,  
2009

The Graduate and Professional Studies Council recommends: the approval of a clarification of the withdrawal policy for graduate/professional students (GPSC 5986 08F)

As Dean of Graduate and Professional Studies, I have taken the following actions:

- Accept/Approve

☒ Yes 2/2/08 12/22/08  
Signature Date

☐ No \_\_\_\_\_  
Signature Date

- Please forward this form to the Provost:

☒ Yes X

☐ No \_\_\_\_\_

As the Senior Vice President and Provost, I have taken the following actions:

- Accept/Approve

☐ Yes \_\_\_\_\_  
Signature Date

☐ No \_\_\_\_\_  
Signature Date

For further information, please contact: Shirley Ezell  
Name

Technology  
Department

x3-4030  
Extension

Please return this form, including all required signatures, to the Office of Graduate & Professional Studies, GPS 2012

Copy: Cathy Patterson, Chair, GPSC