

From: Hermann, Debbie A
Sent: Tuesday, September 29, 2009 10:04 AM
To: Morales, Jeanette F
Subject: RE: University Coordinating Commission: RAR Response Needed for UCC 0111 09S
Attachments: UCC_0111_09S.pdf

RECEIVED SEP 29 2009

Jeanette,
My comments (edits) are on the attached.

Debbie A. Hermann
Registrar
University of Houston
102 E Cullen Building
Houston, TX 77204
713-743-9027
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dahermann@uh.edu

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From: Morales, Jeanette F
Sent: Tuesday, September 29, 2009 8:51 AM
To: Hermann, Debbie A
Subject: University Coordinating Commission: RAR Response Needed for UCC 0111 09S

Dear Debbie:

This is a reminder that the Registration and Academic Records response to UCC 0111 09S: Course Withdrawal Procedures for Students in Graduate Programs is due this Monday, October 5, 2009. Please send responses to ucc@uh.edu. The UCC will meet October 9, 2009 to discuss the final action for this document. Thank you for taking time out of your busy schedule to review this proposed policy.

Sincerely,

Mark Clarke, Chair
University Coordinating Commission
mclarke@uh.edu
<http://www.uh.edu/ucc/>

Jeanette F. Morales

Assistant Director
Office of Academic Program Management
Division of Academic Affairs
University of Houston
Ezekiel Cullen Building, #109

9/29/2009

This refers to single course drops where enrollment is still maintained in at least one SCH. If term withdrawal is to be included in the policy, it needs to be included in the title.

UCC 0116 09F

Response to UC 0111 09S

Page 2 of 5

GPSC 5986 08S Withdrawal Process for Graduate and Professional Students

Insert: or Term

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.

Insert: General
Petition

Insert: will be
processed by
the

Insert: then
sent

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 ½ 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:

Change to "is"

(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.

Change to "the"

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

UCC 0116 09F

Response to UC 0111 09S
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• 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 Shirley Ezell 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 x3-4030
Department Extension

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

Copy: Cathy Patterson, Chair, GPSC