

Morales, Jeanette F

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[Signature]

From: Gaines, Anita V [jisso1@Central.UH.EDU]
Sent: Friday, October 02, 2009 5:25 PM
To: ucc@uh.edu
Subject: University Coordinating Commission: ISSSO Response Needed for UCC 0111 09S
Attachments: UCC_0111_09S.pdf

TO: Mark Clarke, Chair
University Coordinating Commission

FROM: Anita Gaines, Director
International Student and Scholar Services Office
302 Student Service Center 1
E-mail: againes@uh.edu
Telephone: 713-743-5071

RE: UCC 0111 09S: Course Withdrawal Procedures for Students in Graduate Programs

DATE: October 2, 2009

Since the current General Petition Form does not have a place for the International Student and Scholar Services Office (ISSSO) to approve or disapprove, we recommend adding the following at the end of "Note" on page 2: "If the student is on the F-1 or J-1 visa he/she may violate his/her status when a student-initiated or an instructor-initiated withdrawal occurs without prior approval from the International Student and Scholar Services Office (ISSSO)".

It would be beneficial if ISSSO approval/disapproval could be incorporated on the General Petition Form for both student-initiated and instructor-initiated withdrawals for F-1 and J-1 visa international students.

From: Morales, Jeanette F
Sent: Tuesday, September 29, 2009 8:58 AM
To: Gaines, Anita V
Subject: University Coordinating Commission: ISSSO Response Needed for UCC 0111 09S

Dear Anita:

This is a reminder that the International Student and Scholar Services Office 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/>