## University of Houston Z Clear Lake

## **UHCL 6 DROP EXEMPTION DROP FORM**

This form is only for students who have reached the 6-drop limit and are requesting to be dropped from one or more classes (**not** withdrawn from all classes) for the semester. You must submit your request no later than 30 days after the end of the term in which the class(es) were dropped.

For a list of supporting documents, please visit this website: www.uhcl.edu > student-financial-appeals-guidelines-and-process-v11

Name:				Student ID Number:		
Last			irst	MI		
Telephor	ne Number	r:	Email Address:			
Year: Semester: D Fall D Spring Summer Session:						
Academ	ic School:	Educati	$\Box$ Education $\Box$ Business $\Box$ HSH $\Box$ CSE $\Box$ Non-Degree			
Class #	Subject	Catalog #	Section #	Course Title	Instructor	

For Requests for Administrative Drop(s): Check one option below and attach supporting documentation

- □ 1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course; **Attach any supporting documentation**
- 2. The student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course; Attach any supporting documentation
- □ 3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be showing of good cause; **Attach any supporting documentation**
- ☐ 4. The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause; Attach any supporting documentation
- 5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course. Attach any supporting documentation

## **OUTSTANDING DEBTS**

Any student withdrawing from the University of Houston-Clear Lake will be held accountable for any outstanding debt to the university, to include the repayment of financial aid funds. Failure to pay outstanding debts will result in the withholding of a student's official transcript and/or diploma.

**Financial Aid:** Students may contact Financial Aid. Federal regulations require that UHCL perform a Return of Title IV Funds calculation. A portion of any disbursed financial aid for this term will need to be returned to the federal programs.

Student's Signature:	Date:					
A copy of a Government-Issued photo ID must be attached to this form when submitted. Forms						
submitted without a clear copy of a Governme	ent-issued photo ID will not be processed.					

Provost Office:

Request Approved 
Request Denied 
Submit to Office of the Registrar: Email: registrar@uhcl.edu In-Person: SSCB Suite 3203
Address: 2700 Bay Area Blvd, Houston, Texas 77058 Phone: 281-283-2525

Date: