

## Pandemic Related Administrative Withdrawal or Drop of a Course

Students who are requesting a Pandemic-Related Administrative Withdrawal or Drop must submit a Pandemic-Related Administrative Withdraw/Drop Course Petition form to the Office of the Registrar by 5pm the Friday before first class day of the next long semester if they cannot withdraw themselves by the withdrawal deadline. Please refer to the academic calendar for more information regarding deadlines.

### Written appeal for a Pandemic related withdrawal requires each of the following:

1. Before making a decision regarding this withdrawal or drop, it is recommended that students consult with their faculty and/or academic advisor, the Office of Financial Aid, and, if applicable, The Office of Veterans Services.
2. Complete the Pandemic-Related Administrative Withdraw/Drop Course Petition Form located on the Registrar's Website.
3. On the form, explain the pandemic-related reason you are requesting the withdrawal or drop.
4. If you stopped attending classes, explain why and when. (Please note: Non-attendance does not constitute dropping or withdrawal from a course).

### Request and Review Process

1. Submit all materials to the Office of the Registrar by 5pm the Friday before the first day of classes for the next long semester. Any missing or incomplete information may delay consideration of your request.
2. After the materials are received, your request will be evaluated by the Office of the Registrar and you will be notified, via your UHCL Email address, when it has been approved or denied.  
*You may be asked to provide additional information to assist the university in its evaluation of your request, so check your UHCL email regularly.*
3. If a Pandemic-Related Administrative Withdraw/Drop Course Petition is not approved students may submit a Withdrawal appeal. Withdrawal appeals should explain the reason for appealing and must be submitted to the Office of the Registrar no later than 5 days after the petition deadline. Appeal decisions will be made by the Provost.

### Notes:

1. This pandemic-related withdrawal and drop policy will remain in effect through the end of Summer 2021.
2. This policy does not waive prerequisite requirements. Students who drop prerequisite courses may not remain enrolled in any advanced course for which the prerequisite is required.