This form is only for students who have reached the 6 drop limit and are requesting to be dropped (withdrawn) from all classes for the semester.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.

Name: ______________________________________ Student ID Number: ________________

Last   First        MI

Telephone Number: ___________________ Email Address: ____________________________

Year: _______  Semester:         Fall             Spring          Summer

Academic College: ☐ Education ☐ Business ☐ HSH ☐ CSE ☐ Non-Degree

For Requests for Administrative Withdrawal: Check one option below and attach supportive documentation

☐ 1. a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course;
☐ 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;
☐ 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;
☐ 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;
☐ 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.

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.

Complete withdrawal agreement: I understand that I am requesting to be withdrawn from all classes for the above selected semester.

Student’s Signature: _______________________________ Date: ________________

Provost Office: _______________________________ Date: ________________

Request Approved ☐    Request Denied ☐

Submit to Office of the Registrar: Email: registrar@uhcl.edu   Phone: 281-283-2525
Or submit in person to the Student Enrollment Center (SEC), Room 1102 Student Services & Classroom Building 06/2023