UHCL 6 DROP EXEMPTION WITHDRAWAL FORM

This form is only for students who have reached the 6 drop limit and are requesting to be dropped (withdrawn) from all classes for the semester.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Complete withdrawal agreement: I understand that I am requesting to be withdrawn from all classes for the above selected semester.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  In-person: SSCB Suite 3203
Address: 2700 Bay Area Blvd, Houston, Texas 77058  Phone: 281-283-2525