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to be dropped (withdrawn) from all classes for the semester.

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 written 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Complete withdrawal agreement: I understand that I am requesting to be withdrawn from all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: Fax: 281-283-2530 Email: www.uhcl.edu/registrar Phone: 281-283-2525
Or submit in person to the Student Assistance Center (SAC), Room 1102 Student Services & Classroom Building