

Policy Number: 103

Subject/Title: Drop Date Deadline for Courses

Effective Date: Fall 2012

Policy Statement:

The deadline for dropping UTHealth Houston School of Public Health courses is as follows:

- Fall and Spring Semesters: Three (3) weeks prior to the last class day of the semester
- 6-Week Summer Session: Two (2) weeks prior to the last class day for the term
- 12-Week Summer Session: Two (2) weeks prior to the last class day for the term

It is strongly recommended students submit the withdrawal form as soon as they make the decision that a withdrawal is necessary.

Reason for Policy: This policy is intended to allow students a great deal of flexibility in the timing of dropping a class without adversely affecting the School's end-of-semester processing of final grades, degree audits, and graduation requirements.

Definitions: N/A

Scope and Audience: All UTHealth Houston School of Public Health Students

Responsibilities and Procedures: To drop a course, a student must request to drop a course via the [Office of the Registrar's Add-Drop/Withdrawal/Audit](#) form. The student is required to get signatures from the instructor(s) and Advisor before submitting the request form to the UTHealth School of Public Health Office of Academic Affairs and Student Services.

Related Policies, Forms and Information:

- UTHealth Houston Office of the Registrar [Academic Calendar](#)

History:

- Approved by Academic Council: May 21, 2012 (updated February 2018)
- Endorsed by Executive Council: May 24, 2012

Responsible Office/Contact Information:

Office of Academic Affairs and Student Services
Office Phone: 713-500-9032
E-mail: SPHStudentServices@uth.tmc.edu