STUDENT INITIATED
DROP FORM
UNIVERSITY OF HOUSTON

Effective Fall 2009, drop procedures for undergraduate students require that they drop their course(s) online via my UH (Peoplesoft). Drop forms are for graduate and professional students only. Drop forms submitted by undergraduate students will NOT be processed.

USE A SEPARATE FORM FOR EACH DROP
- Form To Be Used After ORD -

Deliver to the Welcome Center (Registrar)

AREA A DEMOGRAPHIC DATA

LAST Name

FIRST Name

Middle

PeopleSoft ID

AREA B TERM

① Spring
② Summer
③ Fall

YEAR
2 0

AREA C COURSE

SUBJECT

Catalog Number

Date of Birth
MONTH DAY YEAR

Class Number

INSTRUCTIONS

CORRECT: ● INCORRECT: ✓ ✗ ◐ ◒

Use a separate form for each class to be dropped.

Use this form for drops after the Official Reporting Date (ORD). See Academic Calendar at www.uh.edu/academics for specific date.

Use a black ink pen or a number 2 pencil only. You are responsible for the accuracy of information entered on this form. The effective date is the date the completed form is processed by RAR but no later than the last day to drop with a grade of W. Dropping a course does not guarantee a refund of any portion of your tuition and fees.

AREA A DEMOGRAPHIC DATA

- Print your last, first, and middle initial beginning with the left column.
- Mark the first 3 letters of your last name.
- Print and mark your PeopleSoft ID number.
- Print and mark your Date of Birth.

AREA B ACADEMIC TERM

- Mark only one term.
- Print and mark the last two digits of the year.

AREA C COURSE

- Print and mark the subject area, catalog number, and class number of the course you wish to drop.

AREA D INSTRUCTOR ACKNOWLEDGMENT

- Obtain the signature of the instructor of the course listed in Area C. This verifies that the instructor has been notified of the drop. Forms without a valid signature will not be processed.

AREA E STUDENT ACKNOWLEDGMENT

- Read the acknowledgment statement.
- Sign and date.

AREA D INSTRUCTOR SIGNATURE REQUIRED

I am aware this student is requesting to be dropped from my class.

Instructor Signature (REQUIRED) Date

AREA E STUDENT SIGNATURE and ACKNOWLEDGMENT

I acknowledge I am allowed a maximum of six (6) drops resulting in a grade of W. If this drop request is my seventh (7th) or greater, I will not be granted the drop and may receive a grade of F. It is my responsibility to login to My PeopleSoft to verify this drop request has been processed. All Business students, international students, and student athletes should see their academic advisor prior to dropping courses.

Signature (REQUIRED) Date

RAR OFFICE USE ONLY

Staff Initials and Date

"State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University of Houston collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under sections 559 004 of the Government Code, you are entitled to have the university correct information about you that is incorrect."