

## **(9.9.09) Dropping Classes after 12th Class Day**

After Fall 2009 12th Class day (ORD-Last day to drop a course or withdraw without receiving a grade), students must drop a course by following these steps:

### **Undergraduate Students**

Log into their myUH

<<http://www.uh.edu/academics/courses-enrollment/enrollment-faq/https>> account to drop courses online by **11:59pm, November 4. PAPER FORMS ARE NO LONGER USED TO DROP A CLASS.**

Undergraduates who have reached their 6W

<[http://www.uh.edu/provost/stu/6-Ws\\_faq\\_stu.html](http://www.uh.edu/provost/stu/6-Ws_faq_stu.html)> grades limit must complete all courses.

Undergraduate students should review the Undergraduate Enrollment Cap, Repeated Course Cap (Three-peat rule), Dropping Courses Policy (6 Ws) and Undergraduate Tuition Rebate (PDF, 28KB) <<http://www.uh.edu/provost/stu/stu.html>> information to avoid additional costs and penalties. Undergraduates who have exceeded their 6-'W' grades limit must complete all courses.

### **Graduate Students**

1. Will need to pick up a Student Initiated Drop form from any Academic Department. Graduate students will need one form per course.
2. Must complete the form in its entirety, sign it, and obtain course instructor's signature.
3. Finally, Graduate Students must submit the completed form to the Registration and Academic Records service desk in the Welcome Center <<http://www.uh.edu/maps/buildings/WC>> by close of business on the Drop Due Date.

All students should continue to attend the class until the drop is visible in their myUH (PeopleSoft) <[https://myuh.uh.edu/psp/paprd/EMPLOYEE/EMPL/h/?tab=MYUH\\_GUEST](https://myuh.uh.edu/psp/paprd/EMPLOYEE/EMPL/h/?tab=MYUH_GUEST)> accounts.