Policy Number: 103

Subject/Title: Drop Date Deadline for Courses

Effective Date: Fall 2012

Policy Statement: The deadline for dropping UTSPH 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

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 UTSPH Students

Responsibilities and Procedures: To drop a course, a student must request to drop a course via the Office of the Registrar at myUTH. The student is required to get signatures from the instructor(s) and Advisor before submitting the request form to the UTSPH Office of Student Affairs.

Related Policies, Forms and Information:

Link to UTHealth Registrar’s Office web site for each semester’s UTSPH academic calendar:

http://registrar.uth.tmc.edu/SOC/calendar_index.html

History: Approved by Academic Council: May 21, 2012
Endorsed by Executive Council: May 24, 2012

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