The University of Texas—Houston

Add-Drop/Withdrawal/Audit Form

Name: _____ (Last), _____ (First) _____ (MI)

Student Number: _____ School: _____ Term: _____

Add

Subject	Catalog No.	Section	Title	Credit Hours	Action: Re-take	Action: Audit	Action: Add	Instructor's Signature

Drop/Withdrawal

Student is withdrawing from the institution: ☐ Yes ☐ No

I understand that 100% refunds are not issued after the first class day even if a student's specific classes start after that day. I understand that if I am on a payment plan, I am still responsible for the original tuition and fee charges and that even if I resign during a refund period, I may still have future payments due on my plan.

Subject	Catalog No.	Section	Title	Credit Hours	Undergrad 6-Drop	Grade	Instructor's Signature
					☐ Counts ☐ Exempt		
					☐ Counts ☐ Exempt		
					☐ Counts ☐ Exempt		
					☐ Counts ☐ Exempt		

For Withdrawal, what was the last day of class attendance (mm/dd/yyyy)? _____

Applicable Grades:

W, WF—SON, MDA-SHP

WP, WF—SOD Adv Ed, SBMI, GSBS

W—SPH, SOD DHy

Student's Signature _____ Date _____

Dean/Student Affairs _____ Date _____

Advisor _____ Date _____

International Affairs _____ Date _____

(Not required for U.S. Citizens or U.S. Permanent Residents)

Students: PLEASE BRING SIGNED COPY TO THE OFFICE OF THE REGISTRAR, UCT 2250

SAO's: Please fax or send as email attachment to the Registrar's Office

3/22/2018