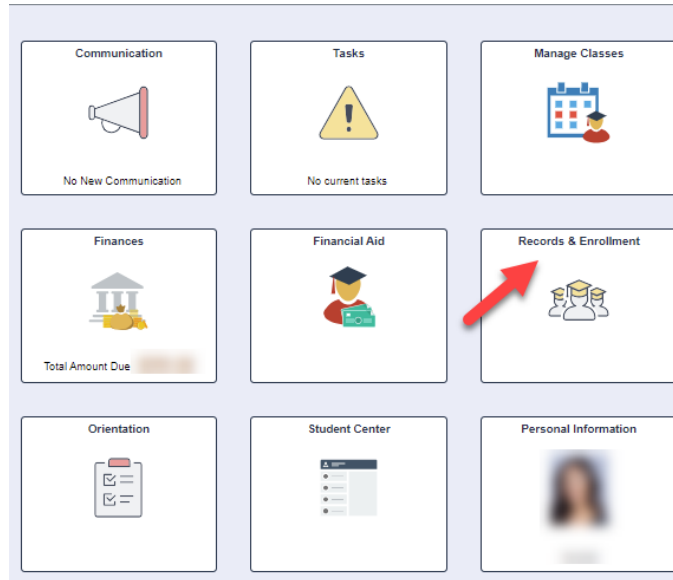


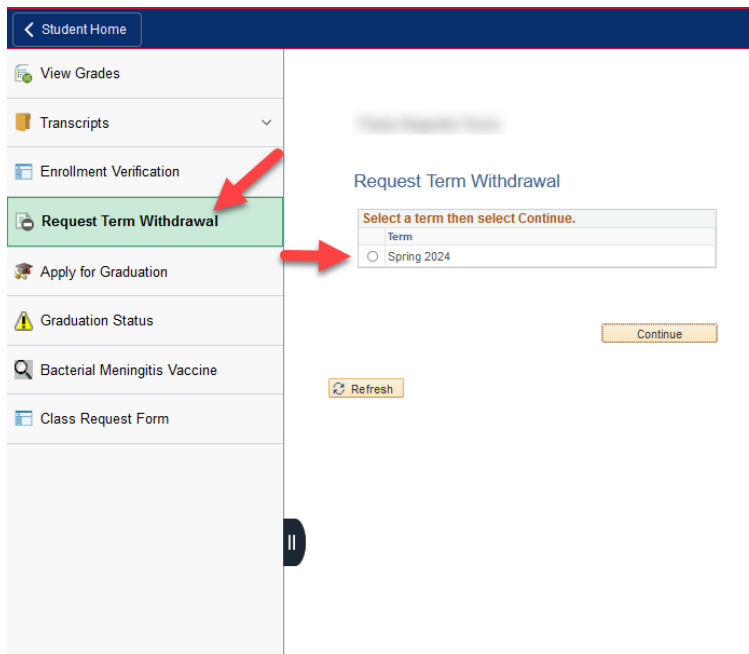
Students who wish to drop all courses for the semester must log in to their myUHD account and submit their request to Term Withdraw from all UH-Downtown courses. Please refer to the Academic Calendar for last day to drop without a grade, last day to drop with a "W", and refund dates. Students will receive a confirmation email once the term withdraw has been completed.

Follow the steps below to submit a Term Withdrawal.

1. Login to myUHD and select the **Records & Enrollment** tile.



2. Click on **Request Term Withdrawal**, select the appropriate term and click **Continue**.



- Read and complete the information that applies to you and initial the required areas. Once completed, click **Submit**. The request will then be submitted to the Registrar's Office.

< Student Home
Student Records Collection

- View Grades
- Transcripts
- Enrollment Verification
- Request Term Withdrawal**
- Apply for Graduation
- Graduation Status
- Bacterial Meningitis Vaccine
- Class Request Form

Student Request for Official Term Withdrawal

ID [redacted] Academic Institution 00784 UH-Downtown
Request Date 02/13/2024

Last Name [redacted]
Status

First Name [redacted]

Middle Name [redacted]

Phone [redacted]

Email [redacted]

**Note: Any updates to the Phone and Email information should be made under Campus Personal Information.**

Academic Career Graduate
Academic Program 10GR
Business Graduate

Term 2220 Spring 2024

**Check all that apply:**

- STUDENTS RECEIVING FINANCIAL AID** - I understand that if I withdraw from ALL classes I may owe financial aid back to UHD based on federal regulations that require a refund calculation to determine the Federal Title IV Funds I earned. I understand that any future financial aid will be cancelled. I understand that if I withdraw prior to the Official Reporting Day of a term, all state and institutional aid will be cancelled and I will owe this to UHD. I understand that withdrawing from classes will affect my Satisfactory Academic Progress standing and may cause me to lose my future financial aid eligibility. I understand that if I am receiving a university scholarship, I may lose scholarship eligibility.
- INTERNATIONAL STUDENTS HOLDING F-1 OR J-1 STUDENT VISAS** - I understand that federal regulations require me to obtain authorization for a reduced course load from the International Admissions office prior to withdrawing from UHD and that I have obtained such authorization.
- VETERANS** - I understand that an official term withdrawal from the university will automatically initiate a recalculation of tuition, fees and the rate of pursuit (enrollment status) reported to the VA. I understand that withdrawing from UHD may impact my GI Bill benefits, holding me responsible for the repayment of a portion of my tuition, fees and housing as determined by the VA. For more information, I will consult with a Certifying Official for Veteran Educational Benefits at the Veteran Services office located in room GSB 318.
- PARKING AND TRANSPORTATION** - I understand that withdrawing from the university does not relieve me of my obligation to pay outstanding charges stemming from my purchase of a UHD parking permit or parking citations received. To receive any available credit for my unused parking permit I understand that I must return the permit to Parking and Transportation Services Office, located in Suite N117 in the One Main Building.

THE UNIVERSITY DOES NOT ASSUME RESPONSIBILITY FOR LOST OR REDUCED REFUNDS, LOSS OF FINANCIAL AID OR OTHER ENTITLEMENTS IF YOU FAIL TO SEEK ADVISMENT FROM THE APPROPRIATE OFFICES.

**Please initial the following sections:**

- I understand that a withdrawal from ALL classes may have various academic implications including my degree plan, course requirements, prerequisites and other college policies. For more information, I will consult with my academic advisor directly.
- I understand that I may have an outstanding balance which, if unpaid, will prevent me from future enrollment, ordering transcripts or utilizing other university services until paid in full. I understand that additional fees may be applied to any unpaid balance.
- I further understand that my withdrawal from ALL classes is effective the date this form is received and my partial refund, if any, will be calculated based on that effective date and in accordance with the published refund schedule. Any requests submitted outside of business hours, during weekends or holidays will be processed the next business day.
- I further understand that I am dropping ALL classes and withdrawing from UHD for this term.

Term Withdrawal Reason