

OKLAHOMA STATE UNIVERSITY

GUIDELINES FOR PETITIONS TO DROP A COURSE or WITHDRAW FROM ALL COURSES AFTER THE DEADLINE

A student may be allowed to drop one or more courses after the 12th week in a regular semester or the 6th week of an eight week session (or proportionate periods for block or short courses) or withdraw from all courses on or after the beginning of "Pre-Finals Week" (or proportionate periods in summer or shorter terms) under the following or similar conditions:

- [1] Written verification from a recognized professional (e.g., physician) that the student was physically prevented from dropping or withdrawing due to illness, injury, or personal emergency of the student or a member of the immediate family.
- [2] Written verification from an appropriate representative or publication of the University proving that the student was given misinformation as to the correct deadline for dropping a course or withdrawing from the university.
- [3] Written verification from the instructor(s) of record that the student never attended the class(es).
- [4] Documented circumstances beyond the student's control that have arisen after the deadline.

Reasons as given above or similar reasons should be documented to the extent possible. The key questions in determining whether to approve the drop after the deadline are (1) did the circumstances described change or arise after the deadline, and (2) why do the circumstances described affect only the course requested to be dropped.

Reasons listed below will not result in approval for dropping a course or withdrawing from all courses after the deadline:

- [1] Student's lack of knowledge or misunderstanding of the deadline.
- [2] Student waited to get the results of an exam or other assignment.
- [3] Student's grades have declined since the deadline.
- [4] Student doesn't need the course for graduation.
- [5] Different deadlines existed at a previous school.

The maximum time period for requesting to drop a course or withdraw from all courses after the deadline is no later than four months after the date the grade for the course is officially due in the Registrar's Office, or six weeks after the student begins a new semester, whichever comes first.

The decision of the committee is final. Members of the committee have full authority to act on the petitions as representatives of faculty and administration. No appeal exists for the decision of the committee. (Policy 2-0206)

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PETITION TO DROP A COURSE OR WITHDRAW FROM ALL COURSES AFTER DEADLINE

- Regulation:** After the 12th week of a regular semester, or the 6th week of an eight-week session, or proportionate periods for block or short courses, a student may not drop a course and shall be assigned only the grade of A, B, C, D or F, or (when appropriate) I, NP, P, S, U, R, SR or UR by the instructor at the end of the semester. After the beginning of "pre-finals week" a student may not withdraw from all courses for the semester and shall be assigned grades. Exceptions to this policy may be allowed by petition due to extraordinary circumstances.
- Deadline:** **Effective Fall 2003, the maximum time period for requesting to drop a course or withdraw from all courses after the deadline is no later than four months after the date the grade for the course is officially due in the Registrar's Office, or six weeks after the student begins a new semester, whichever comes first.**
- Procedure:**
1. Submit completed petition form – including adviser's and student academic services director's signatures – for consideration by review panel to Academic Affairs (101 Whitehurst). Student will be notified by phone or email of review panel's decision.
 2. Take approved petition to the instructor(s) for grade assignment (W or F).
 3. Submit to the Registrar (322 Student Union) or Enrollment Services at OSU-Tulsa in order to finalize the course drop or withdrawal.

Student Name: _____ ID Number: _____

College: _____ Classification: _____

Local Phone: _____ Date: _____

Email address: _____

Term: Semester _____ Year _____

STUDENT IS PETITIONING TO DROP OR WITHDRAW FROM THE FOLLOWING COURSE(S):

The Course Prefix, Course Number, Section Number and Instructor's name should be filled out at the time of the petition.

COURSE PREFIX	COURSE NUMBER	SECTION NUMBER	INSTRUCTOR NAME	NEVER ATTENDED <small>Check here if you never attended the course</small>

REASON FOR PETITION: On a separate sheet of paper please attach a typed response the questions listed below and any appropriate documentation (e.g. medical, personal emergency).

- [1] State the extraordinary circumstances that caused you to miss the drop or withdrawal deadline
- [2] State how the circumstances changed or arose **after** the drop or withdrawal deadline
- [3] Explain why the circumstances affect only the course(s) requested to be dropped
- [4] If student never attended class(es), attach a written statement of verification from each instructor

STEP 1: ADVISER'S RECOMMENDATION

- Recommend Approval
- Recommend Denial

Comments: _____

 Signature of Adviser Date

 Signature of the Student Services Director Date

STEP 2: REVIEW PANEL DECISION

Approval of the petition signifies that the circumstances which this student has described meet the established guidelines for exceptions to the regular drop policy. If the petition is approved, the student is authorized to drop or withdraw from all courses.

- Petition Approved
- Petition Denied

 Signature of Review Committee Chair Date

 Signature of Dean's Representative Date

STEP 3: TAKE THE APPROVED PETITION TO THE INSTRUCTOR(S) FOR GRADE ASSIGNMENT (W OR F)

To the instructor - Please circle the appropriate course grade "W" (withdrawn passing) or "F" (withdrawn failing) and sign your name on the line adjacent to your course. A grade of "W" should be assigned if an appeal has been approved and the student never attended the class per OSU Policy 2-0206

COURSE PREFIX	COURSE NUMBER	SECTION NUMBER	INSTRUCTOR NAME	INSTRUCTOR'S SIGNATURE/ DATE	GRADE
					W F
					W F
					W F
					W F
					W F
					W F
					W F
					W F

STEP 4: SUBMIT THE APPROVED PETITION TO THE REGISTRAR (322 STUDENT UNION) OR ENROLLMENT SERVICES AT OSU-TULSA IN ORDER TO FINALIZE THE COURSE DROP OR WITHDRAWAL.