



University of Oklahoma  
 Associate Provost for Academic Advising Oversight  
 308 Cate Center Drive, Cate Building 1, Room 418  
 Norman, Oklahoma 73019  
 (405) 325-1596

## Request to APPEAL FIVE (5) W's LIMIT

Please print clearly:

Full name: \_\_\_\_\_ Sooner ID# \_\_\_\_\_

Address: \_\_\_\_\_ Major: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #s: \_\_\_\_\_

E-mail: \_\_\_\_\_

Course #(s) and Section #(s) : \_\_\_\_\_ Term: \_\_\_\_\_

May we contact you via e-mail about your petition?  Yes  No

Exceptions are granted only in extenuating circumstances such as serious or prolonged illness, and you must provide documentation to substantiate your request. Reasons to request an exception that are NOT acceptable include:

- You wish to reduce your academic load
- You aren't doing as well as you would like in the course
- Your work schedule has changed thus causing you academic performance problems
- You changed your major and no longer need the course to fulfill requirements
- You did not know there was a limit on drops

If you believe your case is exceptional, please follow these instructions:

- On a separate piece of paper (explanatory page) explain and justify your request. Specifically, why do you think this request should be granted? What were the circumstances that lead to this request? Be specific, concise, and clear.
- Attach the applicable documentation supporting your request to your petition, e.g., medical documentation.
- Attach a completed drop slip signed by your advisor.
- Return this cover sheet, explanatory page, and supporting documentation to the Academic Advising Resource Center, Cate 1 Room 418 or email to [wbush@ou.edu](mailto:wbush@ou.edu)

The drop policy limits students to give (5) drops/withdrawals with the grade of W during the student's undergraduate career at the University of Oklahoma. Please know:

- ❖ Dropping a class with a W prior to fall 2011 does not count against the student's five-drop limit
- ❖ Any Ws on a transcript for other institutions do not count against the limit
- ❖ Complete withdrawals do not count against the limit

You may access the 5 Drop Limit policy at <http://www.ou.edu/advising>

**YOU MUST CONTINUE TO ATTEND THE CLASS IN THE EVENT YOUR PETITION IS NOT APPROVED!**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**  
 (Do not write in this section.)

Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_