

OU-Tulsa Add/Drop form

(Do Not Use After 10th Week of term, 5th week of short term, or
3rd weekend of compressed courses)

In order to facilitate the process, please fill in all the course information requested and indicate the action requested and return this form to the Student Enrollment Center. Please feel free to contact our office at 918-660-3474 if you have any questions

Name: _____ Student ID: _____

Term: _____

Are you dropping all of your courses for this term? YES NO

Add/ Drop	CRN	Dept	Nbr	Sec	Title	Credit Hours	Grade W/F	Instructor Signature	Date

Signature of Student

Date of Request

Drop off: Student Enrollment Center
OU Tulsa Schusterman Center
4502 E 41st St
Tulsa OK 74135
PHONE: 918-660-3474
FAX: 918-660-3361

DROP/WITHDRAWAL POLICY FOR WEEKEND/COMPRESSED COURSES

No refund if a weekend/compressed course is dropped less than one week prior to the start date.

1. A student who requests a drop up to one week prior to the start of the class receives no grade and a full refund of cost.
2. A student who requests a drop after that point through the first weekend meeting will receive a grade of W. The instructor's signature is not required.
3. After the second weekend meeting, any student who requests a drop from a course (or courses), or withdraws completely will receive a grade of W or F from the instructor(s) of the course(s). The instructor must sign this form and issue a grade.
4. Do not use this form once the course has met for the final weekend.

NOTE: for compressed courses meeting for more or less than three weekends, please consult the enrollment office for adjusted deadlines.

FOR SIO USE ONLY

PROCESS DATE: _____

STUDENT NOTIFIED DEPT NOTIFIED INSTRUCTOR NOTIFIED