

Student Enrollment Center

WITHDRAWAL PETITION

INSTRUCTIONS

University policy prohibits dropping courses after the tenth week of the spring or fall semester; for summer sessions, courses cannot be dropped after the fifth week of the regular summer session or the third week of a summer I or summer II session. Exceptions are granted **only** in extenuating circumstances such as serious or prolonged illness, and you must provide documentation to substantiate your request.

Under no circumstances will the following commonly cited reasons to withdraw late be approved:

- You thought you dropped the course online (unless you can provide a copy of the e-mail confirming drop).
- You wish to reduce your academic load.
- You are not performing as you would like in the course.
- Your work schedule has changed.
- You changed your program and no longer need the course to fulfill requirements.
- You forgot to withdraw before the published deadline.
- You did not know there was a deadline.

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

- Complete an Add/Drop form for **each** course. Have the instructor(s) of the course(s) you request to drop sign and date the forms, assigning either a W or F. If the instructor assigns a W, you may continue the petitioning process. Note: Assignment of a W by the instructor is only one part of the process and does not guarantee approval by your college.
- Complete the requested information on this form and attach an explanation to justify your request. Specifically, why do you think the request should be granted? What prevented you from accomplishing this before the deadline? What were the circumstances that led to this request? Be specific, concise, and clear.
- Attach the applicable documentation supporting your request (e.g. medical records or letter from 3rd party professional) to your petition. (This documentation is required if you are also seeking relief from the charges associated with the course)
- Return the instruction sheet, petition to drop a course after the deadline, explanatory page, supporting documentation, and the signed add/drop slip(s) to the Student Information Office, Rm 1C114, OU Tulsa Schusterman Center. We will notify you by e-mail regarding the outcome of your petition. If it is approved, we will process your Add/Drop slip.

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

I HAVE READ AND UNDERSTAND THE INSTRUCTIONS REGARDING THIS REQUEST.

Student's Signature: _____ Date: _____

Student's Name: _____ Date: _____

Student's ID: _____

Please allow me to drop the following course(s) for the _____ semester/year.

CRN #	Dept.	Course #	Section	Title	Grade W/F	Instructor Signature	Date

I have advised the above student of any academic consequences of the withdrawal; I endorse this petition.

Chair/Graduate Liaison Signature: _____ Date: _____

FOR GRADUATE COLLEGE USE ONLY

Action by the Graduate Dean: _____ Approved _____ Denied

Signature: _____ Date: _____

Comments:

FOR ENROLLMENT OFFICE USE ONLY

PROCESS DATE: _____

STUDENT NOTIFIED

DEPT NOTIFIED

INSTRUCTOR NOTIFIED