



UNIVERSITY of OKLAHOMA
PETITION TO DROP A COURSE AFTER THE DEADLINE

Please print clearly.

Full Name (Last, First, Middle Init): Sooner ID#

Address: City: St: Zip:

Phone:

Email: Class (check one): Fr Soph Jr Sr

Date Submitted:

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

Use this form to drop a course for the current term. Please fill out this form completely following the instructions on the reverse side of this form. Please note the University's 5-drop policy as explained on the reverse of this form.

Sometimes students major in more than one discipline, which may be in separate colleges. Please specify all colleges/programs in which you have declared a major or dual degree:

- Architecture, Arts & Sciences, Atmospheric & Geographic Sciences, Aviation, Business, Earth & Energy, Education, Engineering, Fine Arts, Int'l & Area Studies, Journalism & Mass Comm, University College

- I have read and understand the instructions on the reverse side of this form.
I have provided an explanation of extenuating circumstances.
Appropriate documentation is attached.
Drop form is attached, with instructor's signature and grade of W/F indicated.
When did you last attend this course?

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

Table with 4 columns: Department, Course #, Section, Title

Student's Signature: Date:

If you have declared a major in more than one college, the decision of the college to which you submit this petition is final.

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

Input#

College Action: Approved Denied

Signature: Date:

Comments:

INSTRUCTIONS

University policy prohibits dropping courses after the tenth week of the spring or fall semester. Exceptions are granted *only* in extenuating circumstances such as serious or prolonged illness, and you must provide documentation to substantiate your request.

Commonly cited reasons to withdraw late that are NOT acceptable include:

- you thought you dropped the course online (you must provide copy of 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 major 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 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 a late drop petition, and on a separate sheet of paper (explanatory page) explain and 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) to your petition.
- Return the cover sheet, instruction sheet, explanatory page, supporting documentation, and the signed add/drop slip(s) to your College Advising office. You will be notified by email or telephone regarding the outcome of your petition.
- If your request is approved, the drop process will not be complete until the Enrollment Services office processes the request.

The drop policy limits students to five (5) drops with the grade of W during the student's undergraduate career at the University of Oklahoma.

- 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 from other institutions do not count against the limit.
- Complete withdrawals do not count against the limit.
- When a student has reached the five-drop limit, s/he will not be allowed to drop any courses after the two-week "free drop" period.
- After the five-drop limit has been reached, a student may petition for an exception to policy based on *documented* extreme and extenuating circumstances. Appeals must be submitted to the Associate Provost for Academic Advising, 104 Evans Hall.

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.

Signature: _____

Date: _____