OU-Tulsa  
Add/Drop/Withdrawal Form  

(Do Not Use After 10th Week of Classes 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 Enrollment & Student Financial Services office. 
Please feel free to contact our office at 660-3474 if you have any questions

Name: ___________________________  Student ID: ___________________________

Term: ___________________________  Date: ___________________________ 

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<th>Action Request</th>
<th>CRN</th>
<th>Dept</th>
<th>Nbr</th>
<th>Sec</th>
<th>Title</th>
<th>Credit Hours</th>
<th>W or W/F</th>
<th>Instructor Signature</th>
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Signature of Student

_____________________________

Drop off: 
Enrollment & Student Financial Services 
Schusterman Center 
4502 E 41st St 
Tulsa OK 74135 

PHONE: 918-660-3474  
FAX: 918-660-3361

DROP/WITHDRAWAL POLICY FOR WEEKEND COURSES 

**No refund if a weekend course is dropped less than two weeks prior to the start date.**

1. A student who drops a weekend course two weeks prior to the start of the weekend class receives no grade; however, a student who drops during that two week period prior to the start of the course receives a grade of W in the course.

2. After the first weekend meeting, any student who drops will receive a grade of W. The instructor’s signature is not required.

3. After the second weekend meeting, any student who drops the course, or withdraws completely will receive a grade of W or F from the instructor of the course. The instructor must sign a drop slip.

4. After the third weekend drops are not permitted except by direct petition to the dean of the college to which the student is admitted (For graduate students it is the Graduate College, not the college of the student’s major program. The student who drops with permission of the dean will receive a final grade of W or F at the discretion of the instructor.

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

Revised 8/30/2010