TULSA GRADUATE COLLEGE

Withdrawal Petition

To be used only if you are withdrawing after the 10th week of classes (5th week in summer or after the 3rd weekend of a compressed format course)

Part I. To be completed by student.

Graduate College Withdrawal Policies:

- After the tenth week of the semester (fifth week of the regular summer session or the third week of a Summer I or Summer II session). Withdrawals will not be approved unless the reason for the withdrawal is extremely unusual, beyond the control of the student and could not have been anticipated prior to the withdrawal date. Under no circumstances will work conflicts of any type be considered an adequate reason for withdrawal during this period. In general, personal or medical problems which are sufficient to merit withdrawal are also sufficient to require professional attention; thus the Graduate Dean will generally require authentication by an outside authority of the reasons for the withdrawal.

- You will receive notification of the decision via email. If the petition has been approved, the Tulsa Graduate College will notify the Associate Registrar to withdraw you from the course(s).

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Reason for withdrawal:
_____________________________________________________________________________________
_____________________________________________________________________________________

Signature of the Student: __________________________

Part II. To be completed by student's advisor.

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

Signature of the Student's Advisor, Graduate Liaison, or Chair: __________________________

Part III. To be completed by Tulsa Graduate College.

Action of Graduate College: __________________________ Date: __________________________

Signature of the Graduate Dean: __________________________
TULSA GRADUATE COLLEGE

Withdrawal and Changing to Audit Policies and Procedures

Please be advised that any course dropped after the deadline will be charged to your Bursar account
(See academic calendar for deadline dates)

Complete Withdrawal from Enrollment
• A student always has the option to withdraw from all courses during the semester.
• A student desiring to withdraw from all courses should obtain a REQUEST FOR WITHDRAWAL form from the Graduate College.
• The REQUEST FOR WITHDRAWAL must be processed before the last day of classes.
• A grade of W or F will be recorded for each course on the student’s transcript if a complete withdrawal is processed after classes begin.

Partial Withdrawal From Enrollment
During the First Six Weeks of the Semester
(3rd Week of an 8-week Summer Session)
• A student must complete an ADD/DROP FORM and turn it in to the Office of Registration.
• During this time period, the signatures of the instructor and Graduate Dean are not required.
• With the exception of graduate students pursuing graduate engineering degrees, the signature of the student’s adviser is not required. However, the student is strongly urged to obtain the advisor’s signature in order to keep the advisor apprised of the student’s work-load.

7th Through 10th Weeks of the Semester
(4th – 5th Week of an 8-week Summer Session)
• A student must complete an ADD/DROP form.
• The instructor must assign a grade of W or F for the course being dropped and sign the ADD/DROP form.
• A student must obtain the Graduate College Dean’s approval on the ADD/DROP form.
• The student must then return the form to the Office of Registration.
• During the 7th through the 10th weeks of class (4th – 5th weeks of an 8-week summer session), a student who withdraws from a course with a failing grade will receive a grade of F.

After Ten Weeks of the Semester
(5th Week of an 8-week Summer Session)
• If a student wishes to withdraw from a course during this time period, the student must complete a WITHDRAWAL PETITION form and return it to the Graduate College for the Dean’s approval.
• The Graduate Dean will not approve a petition unless the reason for withdrawal is extremely unusual, could not have been anticipated, and is beyond the control of the student, such as a prolonged illness or a serious accident.
• When appropriate, the reason must be substantiated by an outside authority.
• It should be emphasized that changing jobs, increasing the number of hours worked per week, assuming more responsibility on the job, moving to another residence or other reasons of this nature are not acceptable reasons for requesting withdrawal from a course during this time period.
• A student may not withdraw from a course because the first grade feedback occurs after the ten week period (five week period for an 8-week summer session).
• Withdrawals after the 11th week (the 6th week of an 8-week summer session) are not permitted except by direct petition to the Graduate Dean.

DROP/WITHDRAWAL POLICY FOR WEEKEND COURSES
• 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.
• After the first weekend meeting, any student who drops will receive a grade of W. The instructor’s signature is not required.
• 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.
• 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 Tulsa 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.