

Drop/Withdrawal/Audit Policies

University of Oklahoma
Effective Fall 2011

Effective with the fall 2011 semester, the policy for **undergraduate students** to drop or completely withdraw from classes has changed. The policy on the date for changing from credit to audit also has changed.

Drops

The new 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.
- 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.

*Deadlines for dropping courses**

- Weeks 3 through 10
 - Students may drop courses with an automatic W. Students do not need a drop slip with the instructor's signature during this time.
 - Students must drop classes in the Enrollment Services Center, BH 203.
- Weeks 11 through 15
 - Students must petition the dean of his/her college for permission to drop a class. Students must fill out a college-level petition and present a drop slip with a grade of W or F circled and signed by his/her instructor.
- Finals Week
 - Students must consult with his/her college's Academic Services office.

Complete withdrawals

Complete withdrawals do not count toward the five-drop limit.

Deadlines for complete withdrawals

- Weeks 1 through 10
 - Students may process a complete withdrawal (*all* courses) during the first 10 weeks of a semester with an automatic W. Students do not need a drop slip with the instructor's signature during this time.
 - Students must begin the complete withdrawal process in his/her college's Academic Services office.
- Weeks 11 through 15
 - Students must begin the complete withdrawal process in his/her college's Academic Services office.
 - A final grade of W or F will be assigned per the instructor of the course.
- Finals Week
 - Students must consult with his/her college's Academic Services office.

Audits

A change of enrollment from credit to audit may be made provided the change is made not later than the end of the second week of classes of a regular semester.

**University College, Engineering, and Architecture students may not process any changes in their schedules without consulting their college advising office.*