

WITHDRAWAL PETITION

INSTRUCTIONS

University policy prohibits dropping courses after the tenth week of the spring or fall semester; for summer courses, please refer to the University Academic Calendar to see the drop deadlines for each summer block. 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 (you must provide 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 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. If the instructor assigns an F, you may not petition to withdraw from the course. Note: Assignment of a W by the instructor is only one part of the process and does not guarantee approval by the Graduate 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 withdrawing from the course(s) 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 instruction sheet, petition to drop a course after the deadline, explanatory page, supporting documentation, and the signed add/drop slip(s) to the Graduate College, 220 Robertson Hall. We will notify you by e-mail regarding the outcome of your petition. If it is approved, we will send your Add/Drop slip to the Registration Office to process.
- Tuition reimbursement is not typically granted for late withdrawals. If you believe your case is exceptional, you will need to petition separately to the Office of Registration.

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 Signature: _____

Date: _____

Student Printed Name: _____

Student ID: _____

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

Graduate Liaison Signature: _____

Date: _____

Graduate Liaison Printed Name: _____

WITHDRAWAL PETITION

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

All fields required:

Dept. & Course #	Section	Title	Date of Last Attendance	Current Grade	W/F	Instructor Signature	Date

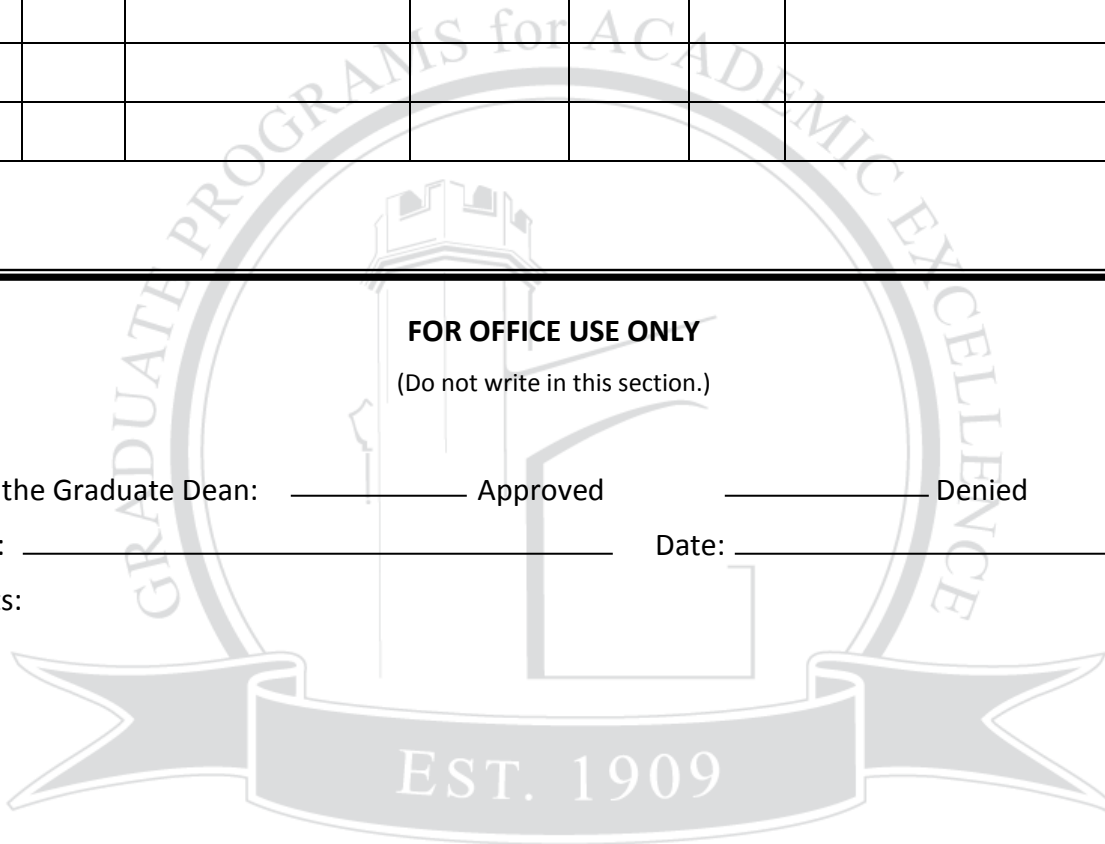
FOR OFFICE USE ONLY

(Do not write in this section.)

Action by the Graduate Dean: _____ Approved _____ Denied

Signature: _____ Date: _____

Comments:



THE UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE