

OKLAHOMA STATE UNIVERSITY

GUIDELINES FOR PETITIONS TO DROP A COURSE AFTER THE DEADLINE

A student may be allowed to drop one or more courses (while remaining in at least one course for the balance of the enrollment period) after the 12th week in a regular semester or the 6th week of an eight week session (or proportionate periods for block or short courses) under the following or similar conditions:

- [1] Written verification from a recognized professional (e.g., physician) that the student was physically prevented from dropping due to illness, injury, or personal emergency of the student or a member of the immediate family.
- [2] Written verification from an appropriate representative or publication of the University proving that the student was given misinformation as to the correct deadline for dropping a course.
- [3] Documented circumstances beyond the student's control that have arisen after the deadline.

Reasons as given above or similar reasons should be documented to the extent possible. The key questions in determining whether to approve the drop after the deadline are (1) did the circumstances described change or arise after the deadline, and (2) why do the circumstances described affect only the course requested to be dropped.

Reasons listed below will not result in approval for dropping a course after the deadline:

- [1] Student's lack of knowledge or misunderstanding of the deadline.
- [2] Student waited to get the results of an exam or other assignment.
- [3] Student's grades have declined since the deadline.
- [4] Student doesn't need the course for graduation.
- [5] Different deadlines existed at a previous school.

The maximum time period for requesting to drop a course after the deadline is no later than four months after the date the grade for the course is officially due in the Registrar's Office, or six weeks after the student begins a new semester, whichever comes first.

The decision of the committee is final. Members of the committee have full authority to act on the petitions as representatives of faculty and administration. No appeal exists for the decision of the committee. (Policy 2-0206)

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PETITION TO DROP A COURSE AFTER DEADLINE

- Regulation:** After the 12th week of a regular semester, or the 6th week of an eight-week session, or proportionate periods for block or short courses, a student may not drop a course and shall be assigned only the grade of A, B, C, D or F, or (when appropriate) I, NP, P, S, U or R by the instructor at the end of the semester. Exceptions to this policy may be allowed by petition due to extraordinary circumstances.
- Deadline:** Effective Fall 2003, the maximum time period for requesting to drop a course after the deadline is no later than four months after the date the grade for the course is officially due in the Registrar's Office, or six weeks after the student begins a new semester, whichever comes first.
- Procedure:**
1. Submit completed petition form – including adviser's and student academic services director's signatures – for consideration by review panel to Academic Affairs (101 Whitehurst). Student will be notified by phone or email of review panel's decision.
 2. Take approved petition to the instructor for grade assignment (W or F).
 3. Submit to the Registrar (322 Student Union) in order to finalize the course drop.

Student Name: _____ ID Number: _____

College: _____ Classification: _____

Local Phone: _____ Date: _____

Email address: _____

NEVER ATTENDED CLASS [If student never attended class, the student must complete this form and attach a written statement of verification from the instructor.]

COURSE(S) STUDENT IS PETITIONING TO DROP:

SEMESTER/YEAR	CID NUMBER	COURSE PREFIX	COURSE NUMBER	INSTRUCTOR

REASON FOR PETITION: Please attach a typed response the questions listed below and any appropriate documentation (e.g. medical, personal emergency).

- [1] State the extraordinary circumstances that caused you to miss the drop deadline
- [2] State how the circumstances changed or arose **after** the drop deadline
- [3] Explain why the circumstances affect only the course(s) requested to be dropped

STEP 1: ADVISER'S RECOMMENDATION

- Recommend Approval
- Recommend Denial

Comments: _____

Signature of Adviser Date

Signature of the Student Services Director Date

STEP 2: REVIEW PANEL DECISION

Approval of the petition signifies that the circumstances which this student has described meet the established guidelines for exceptions to the regular drop policy. If the petition is approved, the student is authorized to drop the indicated course accordance with Step 3 below.

- Petition Approved
- Petition Denied

Signature of Review Committee Chair Date

Signature of Dean's Representative Date

STEP 3: INSTRUCTOR'S GRADE ASSIGNMENT

Based on Student's performance at the time course is dropped, the instructor should assign appropriate grade ("W" if passing or "F" if failing) by checking one of the boxes below.

- "W" (passing)
- "F" (failing)

Comments: _____

Signature of Instructor Date