



REQUEST FOR CLASS CANCELLATION WITH CURRENT STUDENT ENROLLMENT

This form and all signatures are necessary if you wish to cancel a class that has a current student enrollment of: 20 or more students for a lower division class; 12 or more for an upper division class; and 8 or more for a graduate class. After obtaining the department head's signature, forward this form to the Associate Dean for Instruction and then to the appropriate Associate Provost (Graduate/Undergraduate).

Once approved and upon receipt of the form, Classroom Scheduling will close the class and notify you by e-mail to request you contact the students and advise them to drop the class. Once the students have dropped the section, Classroom Scheduling will cancel the course.

For classes with lower enrollment, contact Classroom Scheduling to close the section. Next, notify the students you are cancelling the class and request they drop. When the class has a zero enrollment, notify Classroom Scheduling to cancel the section.

Please return completed form with all required signatures to: Classroom Scheduling - 322 Student Union or email to: gurooms@okstate.edu.

Course Prefix: _____ Course Name: _____ CRN: _____

For the Term: _____ Year: _____ Instructor: _____

Departmental Contact: _____ Ext: _____

JUSTIFICATION FOR THE CANCELLATION REQUEST:

Submitted by: _____ Date: _____
Department Head Signature/Print Name

Approved by: _____ Date: _____
Associate Dean for Instruction Signature/Print Name

Undergraduate Associate Provost (UG courses) or Graduate Associate Provost (GR courses) Signature/Print Name