



DIVISION OF
ACADEMIC AFFAIRS

OSU/Stillwater Return to:
Academic Appeals Manager
101 Whitehurst Hall
Stillwater, OK 74078
(405) 744-5627 | O
(405) 744-5495 | F
academics@okstate.edu

OSU/Tulsa Return to:
Academic & Enrollment Services
700 N Greenwood Ave.
Tulsa, OK 74106
(918) 594-8102 | O
(918) 594-8023 | F

GUIDELINES FOR PETITION TO RETROACTIVELY DROP/WITHDRAW AND REFUND OF TUITION AND FEES

A student may petition to drop/withdraw retroactively and/or request a refund of tuition and fees under the following or similar conditions, which should be documented to the extent possible:

1. Written verification from a recognized professional (e.g., physician) that the student must withdraw or was physically prevented from dropping or withdrawing 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 the student was given misinformation as to the correct deadline for receiving a refund of tuition and fees, dropping a course, or withdrawing from the University.
3. Written verification from the instructor(s) of record that the student never attended/participated in the class(es).
4. Other hardship or extraordinary circumstances beyond the student's control that have arisen after the refund deadline, deadline for dropping a course, or deadline for withdrawing from the University.

Reasons similar to those listed below will not result in approval for petitions to retroactively drop course(s), withdraw from the University, or for receiving a refund of tuition and fees 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.

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, R, SR, or UR by the instructor at the end of the semester. After the beginning of "pre-finals week" a student may not withdraw from all courses for the semester and shall be assigned grades. Exceptions to this policy may be allowed by petition due to extraordinary circumstances. According to the Oklahoma State Regents for Higher Education, institutions may refund tuition and fees paid by a student who must withdraw from the institution due to hardship or extraordinary circumstances. Students may only petition for a refund of tuition and fees for courses in which they have officially withdrawn.

Deadline: The maximum time period for submitting a petition to retroactively drop/withdraw and/or requesting a refund of tuition and fees is six months after the end of the semester or summer term of the pertinent enrollment. The review committee may consider petitions received after the deadline if extenuating circumstances affected a student's ability to submit the petition before the deadline or if the committee determines that other circumstances warrant a deadline exception. Such circumstances must be explained and documented by the student at the time the petition is submitted.

Committee Decision: Petitions for a retroactive drop/withdrawal that are approved by the committee will fall into one of two categories, depending upon when the student's extraordinary circumstances occurred: [1.] Approved petitions where the circumstances beyond the student's control clearly occurred within the automatic "W" drop/withdraw period will be forwarded directly to the Registrar's Office indicating the grades for the applicable course(s) should be changed to a "W." [2.] Approved petitions where the circumstances occurred after the automatic "W" drop/withdraw deadline will be forwarded to the course(s) instructor(s), asking the faculty to assign a grade of "W" (student passing) or "F" (student failing). The instructors may consider how the student's exceptional circumstances may have affected performance, but the ultimate responsibility for the final grade assignment in these cases rests with the instructor. 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. Students whose petitions are denied may request an additional review by the committee if new documentation or information regarding the petition is promptly submitted. (Policy 2-0206)



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PETITION TO RETROACTIVELY DROP/WITHDRAW AND REFUND OF TUITION AND FEES

**An incomplete petition or missing documentation will delay the review of your petition.
Please allow 4-6 weeks for committee review.**

Procedure: [1.] Complete sections 1-4 and obtain all signatures. [2.] Indicate if you are requesting to retroactively drop/withdraw, requesting a refund of tuition and fees, or both for each course listed on the petition. [3.] Submit the completed form and supporting documentation (including your written statement and documentation of the extraordinary circumstances that prevented you from dropping by the refund deadline or dropping a course(s) or withdrawing from the University by the published deadline) to the Office of Academic Affairs or OSU-Tulsa Enrollment Services. [4.] Students will be notified of the review committee's decision via email. If the petition is approved, Academic Affairs will notify the appropriate instructor(s) if a final grade assignment of "W" or "F" is necessary.

If you have received federal, state, or institutional financial aid, including loans or other scholarships for the semester in question, contact the Office of Scholarships and Financial Aid before submitting your petition to understand how a refund of tuition and fees may affect your total Bursar account. A refund of tuition and fees may result in a partial or full revocation of any financial assistance received and may leave your account in a repayment status.

1. STUDENT INFORMATION

Name (First)	(Middle)	(Last)
Student ID	Local Phone	Email Address
Academic College	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate <input type="checkbox"/> Veterinary Medicine

*For graduate students only: If you filed a Leave of Absence, provide date LOA was submitted to Graduate College: _____

2. COURSE INFORMATION

Semester: _____ Year: _____

CRN (ex: 10001)	Course Prefix (ex: ENGL)	Course Number (ex: 1113)	Requested Action (Check the appropriate box)
			<input type="checkbox"/> I am requesting to retroactively drop/withdraw from the course. <input type="checkbox"/> I have already dropped/withdrawn. I am requesting a refund of tuition and fees. <input type="checkbox"/> I am requesting to retroactively drop/withdraw and a refund of tuition and fees.
			<input type="checkbox"/> I am requesting to retroactively drop/withdraw from the course. <input type="checkbox"/> I have already dropped/withdrawn. I am requesting a refund of tuition and fees. <input type="checkbox"/> I am requesting to retroactively drop/withdraw and a refund of tuition and fees.
			<input type="checkbox"/> I am requesting to retroactively drop/withdraw from the course. <input type="checkbox"/> I have already dropped/withdrawn. I am requesting a refund of tuition and fees. <input type="checkbox"/> I am requesting to retroactively drop/withdraw and a refund of tuition and fees.
			<input type="checkbox"/> I am requesting to retroactively drop/withdraw from the course. <input type="checkbox"/> I have already dropped/withdrawn. I am requesting a refund of tuition and fees. <input type="checkbox"/> I am requesting to retroactively drop/withdraw and a refund of tuition and fees.
			<input type="checkbox"/> I am requesting to retroactively drop/withdraw from the course. <input type="checkbox"/> I have already dropped/withdrawn. I am requesting a refund of tuition and fees. <input type="checkbox"/> I am requesting to retroactively drop/withdraw and a refund of tuition and fees.
			<input type="checkbox"/> I am requesting to retroactively drop/withdraw from the course. <input type="checkbox"/> I have already dropped/withdrawn. I am requesting a refund of tuition and fees. <input type="checkbox"/> I am requesting to retroactively drop/withdraw and a refund of tuition and fees.

STUDENT NAME: _____

ID NUMBER: _____

3. REASON FOR PETITION

Please attach a typed response to the following and include any appropriate documentation (e.g. medical, personal emergency). *Petitions will not be reviewed without a written statement.*

[A.] State the extraordinary circumstances that caused you to miss the refund deadline or drop/withdrawal deadline.

[B.] Explain why the circumstances affect only the indicated course(s) (if not for all classes).

[C.] If student never attended class(es), provide a written statement from instructor(s) verifying he/she has no evidence suggesting that the student attended or participated in class.

[D.] Include documentation supporting your circumstances.

4. SIGNATURE AND ACKNOWLEDGEMENT

By signing this petition, I confirm that I understand it is my responsibility to consult with the Office of Scholarships and Financial Aid before submitting this petition **if I have received federal, state, or institutional financial aid, including loans or other scholarships**, as an approved petition may result in a full or partial revocation of this aid.

Signature

Date

5. ADVISOR COMMENTS AND SIGNATURE

Comments:

Signature of Advisor

Date

Signature of the College Student Services Director (Graduate College signature needed for graduate students) Date

REVIEW PANEL DECISION

Approval of the petition signifies that the circumstances which this student has described meet the established guidelines for exceptions to University Policy and Procedure 2-0206 – Adding and Dropping Courses and Withdrawing from the University, Drop and Withdraw Deadlines.

Committee Decision:

- | | | |
|---|---|--|
| <input type="checkbox"/> Approved for a retroactive drop prior to the automatic "W" drop/withdraw deadline (grade changed to "W") | <input type="checkbox"/> Approved for retroactive drop after "W" drop/withdraw deadline (requires instructor grade assignment of "W" or "F" or "I") | <input type="checkbox"/> Retroactive drop/withdraw petition denied |
| <input type="checkbox"/> Approved as if dropped during 100% refund period | <input type="checkbox"/> Approved as if dropped during 100% refund period, minus an assessed nonrefundable portion | <input type="checkbox"/> Approved as if dropped during the partial refund period <input type="checkbox"/> Refund petition denied |

Signature of Review Committee Chair: _____ Date: _____

Signature of Dean's Representative: _____ Date: _____

Expedited review in Office of Academic Affairs

- Retroactive Drop/Withdrawal Approved Prior to Automatic "W" drop/withdraw deadline
- Refund of Tuition and Fees Approved (100% refund)
- Refund of Tuition and Fees Approved (100% minus non-refundable)
- Referred to catastrophic appeal process

Signature: _____ Date: _____