



## 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, Course Management 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, Course Management will cancel the course.

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

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

Course (Prefix, Number and CRN): \_\_\_\_\_

Course Title: \_\_\_\_\_

For the Term: \_\_\_\_\_ Year: \_\_\_\_\_ Instructor: \_\_\_\_\_

Departmental Contact: \_\_\_\_\_ Ext. \_\_\_\_\_

### JUSTIFICATION FOR THE CANCELLATION REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Head Signature/Print Name Date: \_\_\_\_\_

\_\_\_\_\_  
Associate Dean for Instruction Signature/Print Name Date: \_\_\_\_\_

\_\_\_\_\_  
Undergraduate Associate Provost (UG courses) or Graduate Associate Provost (GR courses) Signature/Print Name Date: \_\_\_\_\_

Registrar's Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_