



OKLAHOMA STATE UNIVERSITY
OFFICE OF THE REGISTRAR

SUBMIT TO:
COURSE MANAGEMENT
322 STUDENT UNION
STILLWATER, OKLAHOMA 74078-1013
405-744-6885
GUROOMS@OKSTATE.EDU

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: _____

Vice Provost (UG courses) or Senior Associate Provost (GR courses) Signature/Print Name Date: _____

Registrar's Use Only

Processed by: _____ Date: _____