



## GUIDELINES FOR RETROACTIVE DROP/ WITHDRAWAL PETITION

After the published drop/withdraw deadlines have passed, a student may petition to drop/withdraw retroactively 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 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 dropping a course or withdrawing from the University.
- [3] Written verification from the instructor(s) of record that the student never attended the class(es).
- [4] Documented circumstances beyond the student's control that have arisen after the deadline.

Reasons similar to those listed below will not result in approval for petitions to retroactively drop course(s) or withdraw from the University:

- [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.

Deadline: The maximum time period for submitting a petition to retroactively drop/withdraw 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 the 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 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)**



RETROACTIVE DROP/ WITHDRAWAL PETITION

OSU/Stillwater Return to: Academic Appeals Coordinator 101 Whitehurst Hall Stillwater, OK 74078 ph (405) 744-5627 fax (405) 744-5495

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

- 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.
Deadline: The maximum time period for submitting a petition to retroactively drop/withdrawal 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 (see the guidelines page for details).
Procedure: a. The student should complete sections 1 to 4 of the form through step one and submit the completed form with supporting documentation (including your written statement and documentation of the extraordinary circumstances that prevented you from dropping/withdrawing within the deadlines) to the Office of Academic Affairs. b. The student will be notified via email if the petition is approved or denied. If the petition is approved, Academic Affairs will notify the appropriate instructor(s) if a final grade assignment of "W" or "F" or "I" is necessary (see guidelines).

1. STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_
College: \_\_\_\_\_ Classification: \_\_\_\_\_
Local Phone: \_\_\_\_\_ Date: \_\_\_\_\_
Email Address: \_\_\_\_\_
Student Signature: \_\_\_\_\_

2. COURSE(S) INFORMATION:

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

The Course Prefix, Course Number, Section Number and Instructor's name should be filled out at the time of the petition.

Table with 5 columns: CRN, COURSE PREFIX, COURSE NUMBER, INSTRUCTOR NAME, NEVER ATTENDED (Check here if you never attended the course). The table contains 7 empty rows for data entry.

3. REASON FOR PETITION: On a separate sheet of paper please attach a typed response to 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 or withdrawal deadline.
[2] State how the circumstances changed or arose after the drop or withdrawal deadline.
[3] Explain why the circumstances affect only the course(s) requested to be dropped.
[4] If student never attended class(es), attach a written statement from each instructor verifying he/she has no evidence suggesting that the student attended or participated in class.

#### 4. ADVISER COMMENTS AND SIGNATURE

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Adviser

Date

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

Date

#### REVIEW COMMITTEE DECISION (For Committee Use Only)

Approval of the petition signifies that the circumstances which this student has described meet the established guidelines for an exception to the regular drop policy. If the petition is approved, the student is authorized to drop or withdraw from all courses.

Approved for retroactive drop prior to the automatic "W" drop/ withdraw deadline (grade changed to "W")

Approved for retroactive drop after "W" drop/ withdraw deadline (requires instructor grade assignment of "W" or "F" or "I")

Petition Denied

Review Committee Chair Signature

Date

Dean's Representative Signature

Date

#### INSTRUCTOR GRADE ASSIGNMENT (Approved retroactive drop after automatic "W" drop/withdraw deadline only)

**To the instructor** - Approval of the petition signifies that the circumstances which this student has presented meet the established guidelines for exceptions to the regular drop policy. Please circle the appropriate course grade of "W" (withdrawn passing) or "F" (withdrawn failing) indicating the student's academic status at the time of withdrawal, then sign your name and write the current date in the *Instructor's Signature/Date* area. You may consider how the student's exceptional circumstances may have affected performance. If the student meets the requirements for an incomplete and you have discussed this option with the student, you may alternatively award an "I" with the appropriate composite default grade ("IB", "IC", "ID", "IF") by writing it on this form. See University Academic Regulation 6.2 for the full incomplete grade policy.

CRN	COURSE PREFIX	COURSE NUMBER	INSTRUCTOR NAME	INSTRUCTOR'S SIGNATURE/DATE	GRADE
					W F
					W F
					W F
					W F
					W F
					W F