

Oklahoma State University Policy and Procedures

ADDING AND DROPPING COURSES AND WITHDRAWING FROM THE UNIVERSITY

2-0206
Academic Affairs
July 2011

POLICY

Adding Courses

1.01 Approval of the student's academic adviser is required for adding a course. The end of the sixth day that classes meet in a regular semester (not counting Saturday as a class day) or the third class day of an eight-week session, or during the proportionate period for block or short courses, is the last day a course may be added (nonrestrictive). With instructor's approval, a course may be added during day seven through Friday of the second week of classes of a regular semester, or the fourth day of an eight-week session (restrictive).

Dropping Courses

2.01 At any time prior to the end of the sixth day that classes meet in a regular semester (not counting Saturday as a class day) or the third day of an eight-week session (or proportionate periods for block or short courses), a student may drop a course, and no record of the course will appear on the student's academic record. Students receive a full refund of tuition/fees during this time.

2.02 After the time to drop with no transcript record and prior to the end of the twelfth week of classes of a regular semester or the sixth week of an eight-week session (or proportionate periods for block or short courses), a grade of "W" (dropped) shall be recorded on the student's academic record. From day seven through Friday of the second week of classes of a regular semester, or the fourth day of an eight-week session (or proportionate periods for block or short courses), students who drop will receive a fifty percent refund of tuition/fees. Beginning the third week of classes, students will forfeit the full amount of tuition and fees for dropped courses. Exceptions to the refund deadlines may be allowed by petition due to extraordinary circumstances as described in 5.01-5.04 below.

2.03 After the twelfth week of a regular semester or sixth 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 a final course grade by the instructor at the end of the semester. Exceptions may be allowed by petition due to extraordinary circumstances as described in 4.01-4.04 below.

2.04 A student may not drop any course in which a formal charge of a violation of academic integrity is pending against the student. If the student is absolved of the formal charge, he or she may drop the course with either a "W" or "F" (according to the drop grade policy) appearing on

the academic record. If the student is found to be responsible for a violation of academic integrity, the instructor may take appropriate disciplinary action, including assigning the grade “F” for the assignment or “F!” for the course.

2.05 No course may be dropped without the approval of the student’s academic adviser.

2.06 The deadline for dropping a course that meets on a single weekend is the last business day before the class meets (e.g., Friday before a course that starts on Saturday).

Cancelling Enrollment and Withdrawing from the University

3.01 A cancellation occurs when a student drops all classes *before classes begin for the term*. Cancelling enrollment removes all course tuition and fee charges. No grades are recorded, and no record of the enrollment remains on the official transcript. Student requests to cancel enrollment must be received by the Office of the Registrar before the first day of classes for the term. Failing to attend classes or nonpayment of tuition and fees does not constitute notice of cancellation.

Withdrawing from the University occurs when a student drops all classes *after classes begin for the term*. Charges for tuition and fees, and grades recorded for individual courses will follow the drop deadlines outlined in 2.01 and 2.02 above for withdrawals that occur before the end of the twelfth week of a regular semester or the sixth week of an eight week session (or proportionate periods in summer or shorter terms). A record of the withdrawal will remain on the official transcript. The withdrawal process is initiated with the student’s academic advisor or in the student academic services office of the of the student’s college. A student may withdraw from the University at any time before or on the Friday prior to the beginning of “Pre-Finals Week” (or proportionate periods in summer or shorter terms).

Students who are enrolled in courses for a summer session and the immediately following fall semester, and who wish to drop their summer courses but remain enrolled for the fall semester are not required to formally withdraw from their summer classes and will not receive a withdrawal notation on their official transcript. These students can drop their summer session classes following the guidelines above in 2.01 and 2.02. Students who wish to withdraw from the university during the summer and do not plan to attend in the subsequent fall semester should follow normal withdrawal procedures.

3.02 After the twelfth week of a regular semester or the sixth week of an eight-week session but prior to the beginning of “Pre-Finals Week” (or proportionate periods in summer or shorter terms), a grade of “W” (withdrawn) or “F” (failing) shall be recorded on the student’s academic record as assigned by the instructor of each course at the time of withdrawal, and grades of “F” will be calculated in the grade point average. A student who wishes to withdraw from a term but is prevented from doing so because he/she has completed a pre-session course or a short course during the term will be allowed to drop all courses that have not yet ended during weeks 13 and 14 of the semester (or proportionate periods for block or short courses) under the same “W”/“F” rules and using the same process as if withdrawing.

3.03 After the beginning of “Pre-Finals Week” (or proportionate periods in summer or shorter terms), a student may not withdraw from the University and shall be assigned a final course grade by the instructor of each course at the end of the semester or summer session. Exceptions may be allowed by petition due to extraordinary circumstances as described in 4.01-4.04 below.

Dropping a Course or Withdrawing from the University After the Deadline (Retroactive Drops/Withdrawals)

4.01 After published drop/withdraw deadlines have passed, a student may petition to drop/withdraw retroactively under the following or similar conditions:

- A. 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.
- B. Written verification from an appropriate representative or publication of the University proving that the student was given misinformation as to the correct deadline for dropping a course or withdrawing from the University.
- C. Written verification from the instructor of record that the student never attended the class (the verification may state that the student neither submitted assignments nor completed examinations).
- D. Circumstances beyond the student’s control that have arisen after the deadline.

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

- A. Student’s lack of knowledge or misunderstanding of the deadline (when no documented misinformation has been provided by the University).
- B. Student waited to get the results of an exam or other assignment.
- C. Student’s grades have declined since the deadline.
- D. Student does not need the course for graduation.
- E. Different deadlines existed at a previous school.

4.03 Process. Exceptions to allow a student to retroactively drop a course or withdraw from the University are permitted within a specific time period and require involvement of the student, a university-wide committee, and the faculty member as described below.

- A. Student. A student must submit to the Office of Academic Affairs a completed “Petition to Drop a Course after Deadline” with supporting documentation and signatures of the student’s adviser and Student Academic Services Director.

- B. Committee. Petitions for exceptions to the deadline for dropping courses will be reviewed by a university-wide committee as described in 4.04 below. Approved petitions where the circumstances beyond the student's control clearly occurred *within* the automatic "W" drop period will be forwarded to the Office of the Registrar indicating that the affected grades should be changed to "W." If the committee approves a petition where the circumstances beyond the student's control occurred *after* the automatic "W" drop period, then the Office of Academic Affairs will notify the appropriate instructors regarding the committee decision and will ask the instructors to indicate the student's academic status at the time of the retroactive withdrawal (See section C). It is the responsibility of the Office of Academic Affairs to monitor the receipt of these final grades and forward them to the Office of the Registrar for recording on the academic record.
- C. Faculty Member. If the committee approves a drop/withdrawal petition where the circumstances beyond the student's control occurred after the automatic "W" drop period, then the instructors should indicate the student's academic status at the time of the retroactive withdrawal: "W" (student passing) or "F" (student failing). The instructors may appropriately consider how the student's exceptional circumstances may have affected performance, but the ultimate responsibility for grade assignment rests with the instructor. If the student meets the requirements for an incomplete grade, the instructor may also award an "I" for incomplete work. No action is required from the instructors if the committee approves a drop/withdrawal retroactive to the automatic "W" drop period.
- D. Deadline. The maximum time period for submitting a petition to drop a course after the deadline is six months after the end of the semester or summer term of the pertinent enrollment. The committee has the authority to review a petition received after the deadline if they determine that extenuating circumstances exist—either circumstances that affected a student's ability to submit the petition before the deadline or other circumstances that warrant a deadline exception as determined by majority vote of the committee.

4.04 Review Committee. A university-wide committee shall review petitions for exception to the drop/withdraw deadlines (retroactive drops/withdrawals) and shall operate as described below.

- A. Composition. The committee will consist of a representative from each undergraduate college, University Academic Services, the Graduate College, OSU-Tulsa, the Office of the Registrar, and a member of the Academic Standards and Policy Committee of Faculty Council.
- B. Role and Authority. The committee will determine by majority vote whether the student's circumstances merit the granting of an exception to the drop/withdrawal deadline and whether the circumstances call for a drop/withdrawal that is retroactive to the automatic "W" period or the "W"/"F" period. The key questions in

determining whether to approve the petition are (1) did the circumstances described prevent the student from dropping the course(s) within the drop/withdrawal deadline, and (2) why did the circumstances described affect only the course(s) requested to be dropped.

The committee has the authority to establish procedures for implementing this policy.

C. 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 have been denied may request an additional review by the committee if new documentation or information regarding the petition is promptly submitted.

Refunds of Tuition and Fees

5.01 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 – refunds will not be granted for courses with assigned grades. Students with the following or similar conditions may qualify for refunds:

- A. Written verification from a recognized professional (e.g., physician) that the student must withdraw because of serious illness, injury, or personal emergency of the student or a member of the immediate family.
- B. Written verification from an appropriate representative or publication of the university proving that the student was given misinformation as to the correct deadline for receiving a refund of tuition and fees.
- C. On a one-time basis, students who enroll, do not attend/participate in any of their classes during a given term, and fail to cancel their enrollment are generally granted a partial refund. However, a portion of the tuition may be non-refundable because the University has incurred costs associated with advising, registration, and reserving class seats that could not be occupied by other students.
- D. Other hardship or extraordinary circumstances that have arisen after the refund deadline.

5.02 Reasons similar to those listed below will not result in approval for receiving a refund of tuition and fees after the deadline:

- A. Student's lack of knowledge or misunderstanding of the deadline (when no documented misinformation has been provided by the University).
- B. Student waited to get the results of an exam or other assignment.

- C. Student's grades have declined since the deadline.
- D. Student does not need the course for graduation.
- E. Different deadlines existed at a previous school.

5.03 Process. Petitioning for a refund after the deadline is permitted within a specific time period and requires involvement of the student and a university-wide committee as described below.

- A. Student. A student requesting a refund must submit to the Office of the Registrar a completed "Petition for Refund of Tuition and Fees" with supporting documentation and signatures of the student's adviser, Student Academic Services Director, and instructor(s).
- B. Committee. Petitions for exceptions to the deadline for refunds will be reviewed by a university-wide committee as described in 5.04 below. Petitions by this committee are only for the consideration of a refund of tuition and fees. The "W" or other grade notation will remain on the academic record. The committee may approve specific criteria and guidelines to identify petitions that clearly and without question meet the requirements of section 5.01 and may grant the Office of the Registrar (together with the OSU-Tulsa Academic Relations Office for OSU-Tulsa petitions) authority to approve petitions that meet the established criteria. The Office of the Registrar may refer to Student Affairs petitions that appear to meet the criteria for approval through the Student Affairs Catastrophic Withdrawal process instead of presenting them to the Tuition Appeal Committee. A written summary of petitions that are approved through the expedited process in the Registrar's Office or are referred to Student Affairs is provided to the committee at their regular meetings.
- C. Deadline. The maximum time period for submitting a petition for a refund of tuition and fees is six months after the end of the semester or summer term of the pertinent enrollment. The committee has the authority to review a petition received after the deadline if they determine that extenuating circumstances exist—either circumstances that affected a student's ability to submit the petition before the deadline or other circumstances that warrant a deadline exception as determined by majority vote of the committee.

5.04 Review Committee. A university-wide committee shall review petitions for refunds of tuition and fees after the refund deadline and shall operate as described below.

- A. Composition. The committee will consist of a representative from each undergraduate college, University Academic Services, the Graduate College, OSU-Tulsa, the Office of the Registrar, the Office of the Bursar, and a member of the Academic Standards and Policy Committee of Faculty Council.

- B. Role and Authority. The committee will determine by majority vote whether the student's circumstances merit the granting of an exception to the deadline for a refund. The committee has the authority to establish procedures for implementing this policy, including the establishment of refund level categories.

- C. 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 have been denied may request an additional review by the committee if new documentation or information regarding the petition is promptly submitted.

Approved: Council of Student Academic Services Directors, November 2002

Faculty Council, February 11, 2003

Instruction Council, March 14, 2003

Deans Council, July 10, 2003

Revised: September 1982

September 1987

December 1990

March 1997

June 1998

April 2005

February 2007

March 2008

July 2008

April 2010

July 2011