



COLLEGE OF ARTS AND SCIENCES

HOBSON ACADEMIC SERVICES CENTER

The University of Oklahoma

Ellison Hall, Room 124

633 Elm Avenue

Norman, OK 73019-3118

Telephone: 325-4411 FAX: 325-7429

PETITION TO RETROACTIVELY WITHDRAW FROM/ADD COURSE(S)

Full Name: _____ Sooner ID#: _____

Address: _____ Major: _____

City, State Zip: _____ Classification: Fr Soph JR SR

Phone #: _____ Expected Date of Graduation: _____

e-mail: _____

May we contact you by mail about your petition? Yes No

Use this form to withdraw from and add course *from a previous term*. Please fill out this form completely according to the following steps:

1. On the following page explain and justify your request. (Specifically, why do you think the request should be granted? What prevented you from accomplishing this before the deadline? What were the circumstances that led to this request?) Be specific, concise, and clear.
2. Attach any supporting documentation to justify your request.
3. Attach an add/drop slip (for each course), signed by the instructor.
4. Return this form, your explanatory page, supporting documentation, and the signed add/drop slip(s) to the College of Arts and Sciences Academic Services office, 124 Ellison Hall.

Please allow me to add the following course for the following term: fall spring summer

Course _____ Section _____ Credit Hours _____

Please allow me to withdraw from the following course for the following term: fall spring summer

Course _____ Section _____ Credit Hours _____

Student's Signature: _____ Date: _____

FOR OFFICE USE ONLY
(Do not write in this section.)

Input # _____

Action by the Assistant Dean: _____ Approved _____ Denied

Signature: _____ Date: _____

Comments:

Name: _____ Sooner ID#: _____

Explanation and Justification: