



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 COURSE(S)

Please print clearly.

Full Name: _____

Sooner ID#: _____

Address: _____

Major: _____

Classification: _____

Phone #: _____

Expected Date of Graduation: _____

e-mail: _____

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

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

- 1. On a separate page, print or type an explanation and justification of the 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. Petitions that are illegible or poorly written may be returned without a decision. Reasons to retroactively withdraw that are NOT acceptable include:
- you did not perform as well as you thought you did
- you changed your major or minor and no longer need the course to fulfill requirements
- you forgot to withdraw before the published deadline
2. Include your name, ID#, and date on the separate page.
3. Attach supporting documentation.
4. On the back of this form, indicate the course(s) and term and have your instructor(s) assign a grade and sign/date the form.
5. Return this form (with instructors' signatures), your explanatory page, and supporting documentation to the College of Arts and Sciences Academic Services office, Ellison Hall, 124. We will notify you of the outcome of this request. If the petition is approved we will notify the office of Academic Records.

The new withdrawal policy limits students to five (5) drops with the grade of W during the student's undergraduate career at the University of Oklahoma.

- Dropping a class with a W prior to fall 2011 does not count against the student's five-drop limit.
- Any Ws on a transcript from other institutions do not count against the limit.
- When a student has reached the five-drop limit, s/he will not be allowed to drop any courses after the two-week "free drop" period.
- After the five-drop limit has been reached, a student may petition for an exception to policy based on documented extreme and extenuating circumstances. Appeals must be submitted to the Associate Provost for Academic Advising, 104 Evans Hall.

Please allow me to withdraw from the following course(s) for the _____ semester (list the name and number for each course):

I never attended the above course(s) I last attended the above course(s) on _____

Student's Signature: _____ Date: _____

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

Input # _____

Action by the Assistant Dean: _____ Approved _____ Denied

Signature: _____ Date: _____

Instructor's Verification for Retroactive Withdrawal Request

Student's Name: _____

Sooner ID#: _____

To Instructor(s):

This student is requesting a retroactive withdrawal from your class. Please indicate below a grade of 'W' or 'F' for a withdrawal. (The first line shows an example.) I will not alter a student's grade record without approval of the instructor; however, your willingness to allow the requested action does not necessarily mean I will grant the request. That decision will be made on the merits of the student's circumstances. You are free to use whatever criteria you believe are appropriate in determining the grade. As a suggestion, you may wish to ask the question, "Was this student passing the course at the time he/she stopped attending?" You also may require the student to document the circumstances.

If you have any questions, please call me at 325-1002.
Dr. Rhonda Dean Kyncl, Assistant Dean

| COURSE#/ SECTION# | TERM | W/F | INSTRUCTOR'S PRINTED NAME | INSTRUCTOR'S SIGNATURE | E-MAIL ADDRESS | DATE |
|------------------------------|-------------|------------|--------------------------------------|-----------------------------------|-----------------------|----------------|
| <u>P SC 1113/015</u> | <u>SP04</u> | <u>W</u> | <u>John S. Smith</u> | <u>John S. Smith</u> | <u>jsmith@ou.edu</u> | <u>6/01/04</u> |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |