

Oklahoma Baptist University
Petition for Retroactive Drop/Withdrawal

Policy for Dropping a Course or Withdrawing from the University After the Deadline

DEADLINE:

The maximum time period for submitting a petition to drop a course after the deadline is six months after the end of 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 a majority vote of the committee.

POLICY:

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

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 that 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 of record that the student never attended the class (verification may state that the student neither submitted assignments nor completed examinations).

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

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

NOTE: This is a representative list of reasons not an exhaustive list.

COMMITTEE DECISION:

Petitions for exceptions to the deadline for dropping courses or withdrawing from the University will be reviewed by the Enrollment Management Committee. The committee may reach one of two decisions:

1. Approve the petition and determine the circumstances beyond the student’s control clearly occurred **prior to** the published drop/withdrawal period. In this case, the Registrar will change the affected grade(s) to “W.”
2. Deny the petition.

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PETITION FOR RETROACTIVE DROP/WITHDRAWAL OF COURSE(S)

RETURN COMPLETED FORM TO THE ACADEMIC CENTER

1. STUDENT INFORMATION

Student Name: _____ OBU ID: _____

College: _____ Classification: _____

Local Phone: _____ Date: _____

Email Address: _____

I understand that, if this petition is approved, there will be no refund of tuition and fees.

Student Signature: _____

2. COURSE(S) INFORMATION

Semester: _____ Year: _____

CRN	COURSE	SECTION	INSTRUCTOR SIGNATURE

3. REASON FOR PETITION: On a separate sheet of paper please attached a typed response to the questions listed below and provide any appropriate documentation (e.g., medical, personal emergency).

1. State the extraordinary circumstances that caused you to miss the drop or withdrawal deadline.
2. Explain why the circumstances affect **only** the course(s) requested to be dropped.
3. If you, as the student, never attended class(es), attach a written statement from each instructor verifying he/she has no evidence suggesting that you attended or participated in class.

4. ADVISOR COMMENTS AND SIGNATURE

Comments: _____

_____ Date: _____

Signature of Advisor

The signatures of the advisor and the instructor(s) of record do not indicate endorsement of the petition but only serve to document that they have been apprised of the student's intent to petition.

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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 published drop/withdrawal policy. If the petition is approved, the student is authorized to drop or withdraw from the course(s).

Petition approved for retroactive drop **prior** to the published drop/withdrawal deadline (Grade changed to "W")

Percentage _____

Petition denied

Signature of Committee Chair

Date: _____