

COURSE ADD/DROP/WITHDRAW POLICY AND PROCEDURE FOR GRADUATE COLLEGE STUDENTS

Policies

Students should contact their program to initiate the add/drop or withdrawal procedure. Dropping refers to the dropping of one or more courses while remaining enrolled in at least one course for a given term. Withdrawing from the Health Sciences Center refers to withdrawing from all enrolled courses for a given term. Consult the class schedule found on the [Admissions and Records website](#) for regulations, deadlines and costs relative to withdrawals and drops. Withdrawing or dropping courses may require students receiving financial aid to return a portion of the aid received. Students must check with their financial aid officer.

Add/Drop course changes are permitted after initial registration for a particular term according to the following guidelines:

- The final date to add a course falls on the last day of the 1st week of classes.
- The last day to drop a course is the last day of class in the term (this requires approval of the Graduate College Dean).

Adding a Course:

Students may add during the 1st week of classes for fall, spring, and summer. A late fee will be assessed.

Dropping a Course:

There is no refund of tuition for a dropped course after the 1st two weeks of fall or spring classes or the 1st week of summer.

Grades for dropped courses:

First two weeks of class (first week of a summer session):

- No record of a grade on a dropped course will be recorded.

Third through sixth week of class (second and third week of summer):

- Automatic grade of W will be assigned to each course the student is dropping.

Seventh through 10th week (fourth and fifth week of summer)

- a grade of W (passing but indicating student withdrew from the course) or F (not passing) is submitted by the course director according to Graduate College grading policy guidelines.

Eleventh week through the last day of classes (sixth week through the last day of class in the summer):

- A petition to the Graduate College Dean requesting permission to drop a course is required. The petition should outline the specific reason(s) for dropping the course(s). If

the Dean approves the drop, the course instructor renders a grade of W or F (following the above Graduate College grading policy guidelines) that reflects the student's letter grade at the time of the drop request.

Grades of A, B, C, and S are passing or satisfactory Grades. Grades of D, F or U are failing grades in the Graduate College.

Drop Procedure

Students should contact their department to initiate the add/drop procedure. Download the Add/ drop Request form from Admissions and Records Forms [website](#)

- 1) Obtain signatures from the instructors of each course being dropped
- 2) Obtain a signature from the program's college Dean or Program Director.
- 3) Obtain a signature from the Graduate College Dean or designee.

Submit the completed form with all signatures and dates to Admissions and Records, BSEB 200.

Withdrawal

Tuition Refund: Withdrawn students are refunded tuition and fees according to the Oklahoma State Regents refund policy. Refer to the [Academic Calendar](#) found on the Admissions and Records website for the specific dates affecting refunds.

Grades for Complete Withdrawal:

Transcript of students withdrawing prior to the beginning of the semester will not reflect enrollment in the courses.

Third through sixth week of class (second and third week of summer):

- Automatic grade of W will be assigned to each course the student is withdrawing from.

Seventh week through the last day of class (fourth week through last day of class in summer):

- Grade of W (passing but indicating student withdrew from the course) or F (not passing) is rendered by the course director according to Graduate College grading policy that reflects the student's letter grade at the time of the drop request.

Withdrawal Procedure

Students should contact their program director to initiate the withdrawal procedure. Download the Withdrawal Request form from Admissions and Records Forms [website](#) .

- 1) Obtain signatures from the instructors of each course being dropped.
 - 2) Obtain a signature from the program's college Dean or Program Director.
 - 3) Obtain a signature from the Graduate College Dean or designee.
 - 4) Obtain a signature from the Bursar and, if applicable, from the Office of Financial Aid
- Submit the completed form with all signatures and dates to Admissions and Records, BSEB 200.