

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Changes in Enrollment	2-005 ACADEMIC AFFAIRS October 2010
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Oklahoma State Regents for Higher Education (OSHRE) Policy

3.11.3 Grading Terms

W An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for an automatic "W" shall begin after the tenth day of classes in the regular session and the fifth day of classes in the summer term and shall not exceed 12 weeks of a 16-week semester or, in general, not exceed three-fourths of the duration of any term. For any drop or withdrawal accepted after this deadline, a "W" or "F" will be assigned depending upon the student's standing in the class and the institution's stated withdrawal policy. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

AW Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es) after the institution's drop-and-add period for disciplinary or financial reasons or inadequate attendance. Such withdrawals must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

DEFINITIONS & NOTES

- 1.01 Add period occurs after initial enrollment when the student modifies his/her schedule by adding one or more classes.
- 1.02 Drop period occurs after initial enrollment when the student modifies his/her schedule by dropping one or more classes, but not all of them.
- 1.03 Cancellation occurs when a student drops ALL classes ***before*** classes have begun for the term.
- 1.04 Withdrawing occurs when a student drops ALL classes ***after*** classes have begun for the term.
- 1.05 Administrative withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es) after the institution's drop period for disciplinary, financial reasons, inadequate attendance or death of a student. AW is GPA neutral.
- 1.06 On-line Courses: Student participation (i.e., attendance) occurs when the student accesses course material posted on any of Oklahoma State University Institute of Technology's

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on-line course management systems.

- 1.07 International students must meet with the International Affairs Office *prior to* dropping or withdrawing from classes.

POLICY

Adding Courses

- 2.01 Enrolled students may, subject to maximum enrollment limitations, add courses during the first five (5) instructional days of the trimester, or proportionate period for shorter terms, with the approval of their advisor and division chair.
- 2.02 Students may add a course by completing a “Request for Change of Enrollment” form and submitting it to the Admissions and Records Office.

Dropping Courses

- 3.01 Enrolled students may drop courses during the first ten (10) instructional days of the trimester and receive a full refund of tuition and fees. Courses that end during the refund period are subject to charges and/or grades according to the institutional refund policy.
- 3.02 Students may drop a course by completing a “Request for Change of Enrollment” form and submitting it to the Admissions and Records Office.
- 3.03 Any course dropped *prior to three-fourths mark* of the course being completed (e.g., by the end of the eleventh week of a 15-week course or proportionate period for shorter terms) will receive the grade of "W."
- 3.04 Any course dropped *after the three-fourths mark* of the course will have a grade of "W" or "F" assigned according to the student's standing in the class.
- 3.05 No courses will be allowed to be dropped after 93 percent of the course has occurred. All drops must occur prior to finals week and no later than the 14th week of a 15-week course or proportionate periods for shorter courses.
- 3.06 No course may be dropped after a grade has been assigned.
- 3.07 A student who never attended a class may drop the course, but is not eligible to receive a refund of tuition and fees. Exceptions may be allowed through an appeals process due to extraordinary circumstances, as described in 6.01-6.02 below.

Cancellation

- 4.01 Cancellation occurs when a student drops all classes *before* classes begin for the term or prior to attending classes during the first ten instructional days of the trimester. Cancelling enrollment removes all course tuition and fee charges. No grades are

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recorded, aid is not disbursed, and no record of enrollment remains on the official transcript.

- 4.02 A request for cancellation may be initiated by the student before classes begin for the trimester through written correspondence to the Registrar's Office.
- 4.03 A request for cancellation may be initiated by the appropriate academic division office through written correspondence to the Registrar Office. Requests to cancel enrollment must be received by the Registrar Office before the fifteenth day of the trimester, or for non-attendance ***in all classes*** as indicated in faculty attendance records. (Refer to Attendance Records Policy, 2-020, Section 2.01). Failing to attend classes, or nonpayment of tuition and fees, does not necessarily constitute notice of cancellation.

Withdrawing from the University

- 5.01 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 course will follow the drop deadlines outlined in 3.02-3.05 above for withdrawals that occur before the end of the eleventh week of a 15 week course (or proportionate period for shorter terms). A record of the withdrawal will remain on the official transcript.
- 5.02 Once a student attends a class, his/her enrollment cannot be cancelled; students may only withdraw from the institution or drop a class. Students who withdraw during the first 10 working days of a 15-week trimester will receive a full refund for tuition and fees. Room and board are separate issues and are governed by the Housing contract.
- 5.03 Refund of tuition and fees may be given for a student who withdraws from the university after the deadline due to hardship or extraordinary circumstances, as described in 6.01-6.02 below.
- 5.04 To officially withdraw, action must be initiated in the academic division. It is also recommended that clearance be obtained from the following offices: Bursar's Office and Student Financial Services. The completed form must be returned to the Registrar Office for the request to be finalized. Failure to withdraw will result in permanent grades being awarded in all classes in which the student has enrolled.
- 5.05 A student may withdraw from the University at any time during the trimester prior to the last week of a 15 week course, or proportionate periods for shorter courses.
- 5.06 Administrative withdrawal may be assigned by the Office of the Registrar to indicate that a student has been "involuntarily" withdrawn from class(es) after the institution's drop period for disciplinary, financial reasons or inadequate attendance. Such withdrawals must follow formal institutional procedures. Administrative withdrawals are GPA neutral and indicated by AW.

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- 5.07 Grade(s) assigned will be consistent with OSRHE and Oklahoma State University Institute of Technology grading policy.

DUE PROCESS

- 6.01 According to OSRHE, institutions may refund tuition/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/fees for courses from which they have officially withdrawn. Refunds of tuition and fees 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 was physically prevented from dropping or withdrawing due to serious illness, injury, or personal emergency of the student or a member of the immediate family.
 - B. Official verification that the student attended another institution and written verification from the instructors of record that the student never attended classes at OSUIT. The verification may state that the student neither submitted assignments nor completed examinations.
 - C. Other hardship or extraordinary circumstances beyond the student's control that have arisen after the refund deadline.
- 6.02 Students requesting an exception to the deadline for refunds must submit a written request to the Registrar Office along with any documentation or information that supports the request. The deadline to submit the petition is six months after the end of the trimester for which they are requesting an exception.

Petition reasons such as the student waited to get results of an exam or assignment, student's grades have declined since the deadline, or student did not need the course for graduation will not result in approval for dropping or withdrawing after the deadline. Students are not eligible to petition if they receive a refund of federal financial aid in the same trimester for which they are requesting an exception to the deadline for refunds.

Petitions for exceptions to the deadline for refunds will be reviewed by the University Appeals Committee composed of representatives from Registrar Office, Bursar Office, Student Financial Services, Academic Affairs, Accounting Services, Residential Life and Enrollment Management.

The Vice President for Enrollment Management will serve as the advisor and is a non-voting member. The committee will determine by majority vote whether the student's circumstances merit granting an exception to the deadline for refund of tuition and fees.

The advisor will only vote to break a tie.

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Upon approval for an exception, the student will receive a refund of tuition and fees; however, the withdrawal grade will remain on the student's academic records. The decision of the committee is final. No appeal exists for the decisions of the committee.

Approved: August 1996
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