

**Oklahoma Baptist University**  
**Dropping a Course or Withdrawing from the University After the Deadline**  
**(Retroactive Drops/Withdrawals)**

- A. **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.**
- B. After published drop/withdrawal deadlines have passed, a student may petition to drop/withdraw retroactively under the following or similar conditions:
- a. Written verification from a recognized professional (e.g., physician) that the student was physically prevented from dropping or withdrawing prior to the published deadline due to illness, injury, or personal emergency of the student or a member of the immediate family.
  - b. 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 thus prompting the petition for retroactive drop/withdrawal.
  - c. Written verification from the instructor of record that, due to a registration error, the student never attended the class (verification may state that the student neither submitted assignments nor completed examinations). The same verification is required for a petition to withdraw from an online course.
- C. Reasons similar to those listed below will not result in approval for petitions to retroactively drop a course or withdraw from the University:
- a. Student's lack of knowledge or misunderstanding of the deadline (when no documented misinformation has been provided by the University).
  - b. Student waited to get the results of an exam or other assignment.
  - c. Student's grades have declined since the deadline.
  - d. Student does not need the course for graduation.
  - e. Different deadlines existed at a previous school.

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

- D. Exceptions to allow a student to retroactively drop a course or withdraw from the University are permitted within a specific time period and require involvement of the student, a university committee, and the faculty member(s) as described below.
- a. **STUDENT:** A student must obtain a **Petition for Retroactive Drop/Withdrawal from Course(s)** from the Office of the Registrar and return the completed petition to the

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Office of the Registrar with supporting documentation and the signature of the student's academic advisor and the instructor of record for the class(es) for which the student is requesting withdrawal. **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.**

- b. COMMITTEE: Petitions for exceptions to the deadline for dropping courses or withdrawing from the University will be reviewed by the Enrollment Management Committee or a subcommittee thereof. The committee may reach one of two decisions:
  - i. 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."
  - ii. Deny the petition.

The Committee will inform the academic advisor, Dean of the College, and the instructor of record of its decision.

- c. 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.

E. Enrollment Management Committee (review committee)

- a. The committee will determine by a majority vote whether the student's circumstances merit the granting of an exception to the drop/withdrawal deadline and whether the circumstances call for a drop/withdrawal that is retroactive to the automatic "W" period.
- b. The key question in determining whether to approve the petition are (1) did the circumstances described prevent the student from dropping the course(s) within the published drop/withdrawal deadline, and (2) why did the circumstances described affect only the course(s) requested to be dropped.
- c. The decision of the committee is final. Members of the committee have full authority to act on the petition as representatives of faculty and administration. No appeal exists for the decision of the committee. Students whose petitions have been denied may request an additional review by the committee if new documentation or information regarding the petition is properly submitted.