

Class Schedule Changes

Withdrawal

A student who wishes to withdraw (ceases to be enrolled for credit in all courses during a semester or session) after the end of the add/drop period may do so through their my.okstate portal. A student may not withdraw after the twelfth week of a sixteen-week semester, the sixth week of an eight-week session, or the third week of a credit short course. The date the withdrawal is completed in the my.okstate portal is the official date of the transaction unless corrected by the registrar. If a student is receiving any type of student financial aid loan, he/she will be required to complete the loan exit interview. Please see the Academic Calendar for specific dates: <http://www.osuokc.edu/academics/calendar> student may not withdraw from or drop any course(s) in which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he/she may withdraw or drop the course. If the student is found guilty, the instructor may take appropriate disciplinary action, including assigning the grade "F" for the course.

In instances where a student wishes to withdraw from all classes at OSU-OKC, a signature is required from the student. Please direct the student to the first floor of the Student Center, Admissions. The Admissions staff will assist the student in completing the necessary documentation.

The faculty member should make students aware of the drop/withdrawal policy on the first day of class. The drop/withdraw policy is published on the Registrar's webpage: <http://www.osuokc.edu/registrar>

Dropping Courses

Students may drop a course online at any time during the refund period. The refund period is the first two-weeks of a 16-week course, the first week of an 8-week course and the first day of a fast track, 4-week, or other short course. A drop with refund does not appear on the student's official academic record.

After the refund period, a student may drop a course with a grade of "w" through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast track, 4-week, or other short course. See the academic calendar for specific dates. Drops during this period will be completed online. After this period, students may not drop a course. An official grade for the course will be issued for the student at the end of the term. The date the add/drop/withdrawal is the official date of the transaction. It is the student's responsibility to ensure the transaction is completed through the myokstate student portal.

Non-attendance does not automatically warrant a drop from a course nor does it relieve the student of financial obligations to OSU-OKC. An instructor may, but is not required

to, administratively withdraw a student for non-attendance. This will appear on the transcript as a grade of “aw”. The student will remain responsible for the payment of charges for a course in which an “aw” is received. Charges due to failure to drop or withdraw from courses will not be waived.

A student may not drop any course for which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he or she may withdraw or drop the course. If the student is found guilty; the instructor may take appropriate disciplinary action, including assigning the grade of “f” for the course.

Exceptions to these deadlines may be considered by filing an enrollment appeal and providing documented extraordinary circumstances and approval by the enrollment appeals committee (see enrollment appeals).

The faculty member should make the students aware of this policy on the first day of class. The drop/withdraw policy is published on the Registrar’s webpage each semester: <http://www.osuokc.edu/registrar>

Administrative Withdrawal

This policy is an option that may be used to augment current OSU-Oklahoma City policies. This policy is not intended to remove any responsibilities from the student but rather to allow the faculty certain withdrawal options; it does not substitute for an earned letter grade. With department head/dean approval, faculty may submit completed ‘AW’ forms to the Office of Registrar and Records. Specific guidelines for assigning the ‘AW’ grade can be found at https://osuokc.edu/sites/default/files/documents/registrar/administrative_withdrawal.pdf

Adding Courses

Students can add courses before each semester or session begins, and change periods each semester or session through the course. Students are responsible for payment of fees for added classes at the time the added course is submitted for processing. Courses added after the first class session require prior approval and permissions from the instructor and/or department head.

Retention Standards

Probationary and suspension cumulative grade point average (GPA) requirements are in accordance with Oklahoma State Regents for Higher Education policy. A student must maintain a 2.0 cumulative GPA for the duration of his/her college experience with the exception of freshmen on academic notice and academic probation.

The following are standards relating to retention of students pursuing their studies at OSU-Oklahoma City. For continued enrollment, a student must have earned a grade point average as indicated below:

	Minimum GPA
0 through 30 semester credit hours	1.70
Greater than 30 semester credit hours	2.00

Students who fail to maintain satisfactory progress toward educational goals as outlined above will be placed on probation for one semester. At the end of that semester, students must have a semester GPA of 2.0. A student will be academically suspended when he/she fails to meet the conditions of academic probation. A student who has been suspended from OSU-Oklahoma City for academic reasons may not ordinarily apply for re-admission earlier than one sixteen-week semester following the date of suspension. Following the mandatory stop-out period, an academically suspended student may petition the registrar for consideration of reinstatement.

Academic Forgiveness

Under policy approved by the State Regents, a student may be granted academic forgiveness in two circumstances: 1) for pedagogical reasons, a student will be allowed to repeat a course, and 2) when a student has performed poorly in an entire enrollment due to extraordinary circumstances. All courses and grades will be reflected on a student's transcript with the cumulative GPA; however, those courses forgiven will not be used in calculating the student's retention and graduation GPAs. A student who seeks Academic Forgiveness should follow the guidelines listed in the OSU-Oklahoma City Catalog.

