



COOPERATIVE ALLIANCE DROP/WITHDRAWAL FORM

1801 East 4th Street, Okmulgee, OK 74447
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LEGAL NAME: FIRST NAME	MIDDLE INITIAL	LAST NAME	STUDENT SS # OR OSUIT ID #
TERM IN WHICH STUDENT IS ENROLLED _____ Year <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			TECHNOLOGY CENTER CAMPUS
TECHNOLOGY CENTER CAREER MAJOR		TECHNOLOGY CENTER INSTRUCTOR	

Dropping a Course

All requests to drop a course must be submitted by 5:00 pm on the following dates (or the first working day thereafter). A drop will remove the charges from the student's bursar account and the course from the student's transcript. All drop requests must be submitted on the Drop/Withdrawal Form.

Fall Semester – November 15

Spring Semester – March 29

Summer Semester – June 29

Withdrawing from a Course

Any request submitted past the drop deadline will be considered a withdrawal, and the student will receive a "W" for the course and will be held financially responsible for the course. All withdrawal requests must be submitted on the Drop/Withdrawal Form.

REASON FOR DROP/WITHDRAWAL REQUEST	<input type="checkbox"/> Enrollment Error
	<input type="checkbox"/> Course Material Not Covered in Current Semester
	<input type="checkbox"/> Student Withdrew from Technology Center (Last Date of Attendance: _____)
	<input type="checkbox"/> Student is Withdrawing from Cooperative Alliance Program

STUDENT REQUESTS TO DROP/WITHDRAW FROM THE FOLLOWING COURSE(S)		
<input type="checkbox"/> TOTAL WITHDRAWAL FROM ALL COURSES (INDIVIDUAL COURSES DO NOT NEED TO BE LISTED BELOW)		
COURSE PREFIX	COURSE NUMBER	COURSE NAME

Student Signature (if available)

Date

Technology Center Advisor Signature

Date

For OSUIT Office Use Only

<input type="checkbox"/> Student Dropped	Comments	OSUIT Staff Initials
<input type="checkbox"/> Student Withdrawn		Date