

Instructions for Dropping a Course

1. Complete all sections above.
2. Obtain signatures of appropriate college committees and deans.
3. Submit the signed original to the Academic Program Council (APC) Secretary, LIB 121.

Procedure to drop a Cross-Listed Course: Cross-listed courses have different departmental prefixes but identical names, credit/clock hours, course numbers, description, and requirements.

1. The controlling department (department that originally submitted the course) must agree to the drop if the request is to remove all departmental listings.
2. The department wishing to drop the course collects forms from other departments and submits to APC as a packet.
3. If one of the departments wishes to continue offering the course and become the controlling department, a course revision form should be submitted to APC.

Procedure to drop a Multi-Level Course: Courses taught to different levels of students (undergraduate, graduate, & professional) are considered Multi-Level Courses. These courses carry different numbers based on the level of student that will enroll in the course (4000 for undergraduate, 5000 & 6000 for graduate, and 7000, 8000, & 9000 for professional) and separate syllabi.

1. Submit a drop form for each course to APC following drop instructions.

**FOR FURTHER INFORMATION ON THE POLICIES AND PROCEDURES FOR
THE ACADEMIC PROGRAM COUNCIL, OR FOR ASSISTANCE
COMPLETING THIS FORM PLEASE CONTACT THE OFFICE OF
ADMISSIONS AND RECORDS:**

The University of Oklahoma Health Sciences Center
Office of Admissions and Records
P.O. Box 26901
1105 N. Stonewall Ave., LIB 121
Oklahoma City, Oklahoma 73126-0901

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