

BS Radiation Sciences Students (online program)

University of Oklahoma Health Sciences Center

8-Week Add/Drop/Withdrawal Procedures

The University offers a limited number of 8-week courses that carry special enrollment, add/drop, and refund conditions. Students are advised to carefully read these procedures.

Add an 8-week course(s) prior to the beginning of the first day of the course:

Procedure:

- Complete an Enrollment Request Form at <http://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/enrolfrm.pdf>
- Submit to college advisor

Refund Policy to Add/Drop or Withdraw from an 8-Week Course:

- An 8-week course dropped during the first five (5) days of the course will result in a full refund.
 - No grade will be reflected on the transcript if dropped during this time.
- No refund for the dropped course will be processed beginning on day six (6) of the course.
 - Drops will result in a W or F on the transcript reflecting the current grade.

Procedure:

- Complete an Add/Drop or Withdrawal Request Form at <http://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/a-d.pdf>
- Obtain the appropriate college signatures
- Send form to the Office of Admissions and Records (A/R).
- A/R forwards form to the Offices of Financial Aid and Bursar.

Any student receiving Federal Title IV funds will be subject to the following policy regarding return of Federal Title IV funds:

- The student will be responsible for repaying the University the amount of “unearned” financial aid returned to the Department of Education Title IV program on their behalf. The amount returned to the Title IV program by the University is based upon the Federal R2T4 calculation performed by the Office of Financial Aid.

For additional questions, contact the Office of Admissions and Records at (405) 271-2359.