
OSU Student ID

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Term

Year

TERM WITHDRAWAL FORM

Name.#

Last Name

First

Middle/Maiden

College

Academic Level

Campus

Based on Faculty Rule 3335-8-32 (Withdrawal from Courses or from the university), this form is used to officially withdraw from the university for the term. If after the 7th Friday (for Quarters) or 10th Friday (for Semesters), students must petition with the enrollment unit for approval to withdraw due to circumstances beyond their control. If the petition is approved, the mark "W" will be recorded on the student's academic record for each course involved. A lack of preparation or dissatisfaction with the course is not an acceptable reason to withdraw after the 7th Friday (for Quarters) or 10th Friday (for Semesters).

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I request permission to officially withdraw from the university for the term.

The reason(s) for this request is:

Student Signature

Today's Date

COLLEGE OFFICE USE ONLY

Is this withdrawal request past the 7th Friday (Quarters) or 10th Friday (semesters)? ____ Yes ____ No

If yes, has the student completed the petition process and been approved? ____ Yes ____ No

Effective Date of the Withdrawal as determined by the College Office ____/____/____

If the effective withdrawal date has been backdated, is your office able to provide supporting documentation (by request) for audit purposes? ____ Yes ____ No

Authorized Signature

Today's Date

Authorized Signer's Name (Print Please)

Please forward a copy of the form to the Office of the University Registrar, registrar@osu.edu

O.U.R. USE ONLY

OUR Processed Date ____/____/____ Processor's Initials _____

Last Date of Attendance (Military Use) ____/____/____