



Administrative Withdrawal Form:

Use this form following procedures outlined in OSUIT Policy 2-021 Student Attendance. Administrative withdrawals may be initiated after the Last Day to Drop and before the Last Day to Withdrawal with a "W" for each class term. This form is to be used in individual classes, NOT institutional withdrawal.

Print or Type All Information.

The official date of each individual class withdrawal is the date this form is initiated and signed by the originating faculty and/or administrator.

Refunds will be determined by this date in accordance with OSUIT withdrawal policy.

Student Name _____ CWID _____

Program of Study _____ Semester _____

Class requesting administrative withdrawal for (Prefix-Number-Section-Name): _____

Last Day of Class Attendance _____ Never Attended? Percentage/Number of classes missed _____

Early intervention actions taken prior to requesting administrative withdrawal and outcomes: _____

Other Comments: _____

Class requesting administrative withdrawal for (Prefix-Number-Section-Name): _____

Last Day of Class Attendance _____ Never Attended? Percentage/Number of classes missed _____

Early intervention actions taken prior to requesting administrative withdrawal and outcomes: _____

Other Comments: _____

Comments / Signatures from Advisors:

Faculty Requesting Action:	Date:		
Division Chair:	Date:		
Vice President of Academic Affairs:	Date:		
Registrar:	Date:	Residential Life (on-campus students only)	Date: