



Administrative Withdrawal Form

Use this form following the 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 Withdraw** with a “W” for each class term. **This form is to be used for individual classes, NOT institutional withdrawal.**

Please type all information.

The official date of each 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’s withdrawal policy.

Student Name _____ CWID _____

Program of Study _____ Semester _____ Year _____

Prefix-Number-Title _____ CRN _____ Term _____

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

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

Additional Comments:

Electronic Signatures from Advisors:

Faculty Requesting Action: _____ Date _____ Signature _____

Academic Dean: _____ Date _____ Signature _____

Office of Academic Affairs: _____ Date _____ Signature _____

Registrar: _____ Date _____ Signature _____

Residential Life _____ Date _____ Signature _____
(on-campus students only)