



OFFICE OF THE REGISTRAR

322 Student Union
Stillwater, Oklahoma 74078-1013
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registrar@okstate.edu

REQUEST TO DROP A COURSE DURING THE ASSIGNED W OR F PERIOD

Beginning Fall 2020, use this form to request to drop a course during the Assigned W or F period (weeks 13 and 14 of a regular semester, or proportionate periods for short courses), and have a final grade of W (withdrawn) or F (failing) assigned by the instructor at the end of the term. It is the student's responsibility to convey extraordinary circumstances that have affected academic performance to the instructor, to obtain the required signatures, and submit the completed form to the registrar@okstate.edu before pre-finals week. Use one form per course. **To drop all classes**, please also complete a Withdrawal form (available at registrar.okstate.edu/forms.html). Students called to active duty military service should use the [Military Leave of Absence/Withdrawal request form](#).

SECTION 1: STUDENT INFORMATION

Name: _____ Student ID: _____
(Last) (First) (Middle)

Telephone: _____ Email Address: _____

SECTION 2: COURSE TO BE DROPPED

SEMESTER: ☐ Fall 20 ____ ☐ Spring 20 ____ ☐ Summer 20 ____

CRN: _____ Subject: _____ Course Number: _____

SECTION 3: STUDENT'S EXPLANATION OF THE EXTRAORDINARY CIRCUMSTANCES THAT HAVE AFFECTED ACADEMIC PERFORMANCE IN THIS CLASS (e.g., personal or medical emergency)

SECTION 4: GUIDANCE FOR INSTRUCTORS

According to OSU Policy 2-0206 and Academic Regulation 1.10, students may request to drop a class after the twelfth week and before pre-finals week (or proportionate periods for short courses) and receive a grade of W (withdrawn) or F (failing) assigned by the instructor at the end of the term during final grade submission.

A grade of W (or WD-W) should be assigned for students who never attended class or were passing the course. Instructors may consider how a student's exceptional circumstances may have affected academic performance in determining whether to assign a grade of W, which is GPA-neutral. Grades of F (or WD-F) will be calculated in the GPA.

Grade Shown in Faculty Grade Entry Drop Down List	Grade Shown on Transcript	Meaning	Affects GPA?
WD-W	W	Withdrawn	No
WD-F	F	Failing	Yes

SECTION 5: SIGNATURES

Signature: _____ Date: _____
STUDENT

Signature: _____ Date: _____
ACADEMIC ADVISOR APPROVAL

Signature: _____ Date: _____
INSTRUCTOR OF COURSE BEING DROPPED APPROVAL

SUBMIT COMPLETED FORM TO REGISTRAR@OKSTATE.EDU IN 324/322 STUDENT UNION BEFORE PRE-FINALS WEEK.

Registrar Office Use Only

Registrar Staff Initials: _____ Effective Date: _____ Date Processed: _____

Created
12/12/22