



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(weeks 13 and 14 of a regular semester, or proportionate periods for short courses), and have a final grade of W (withdrawn) or F (failing) assigned by the instructor at the end of the term.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: (Last) (First) (Middle) Student ID:

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)

Blank lines for student explanation

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the twelfth week and before pre-finals week (or proportionate periods for short courses) and receive a grade of W (withdrawn) or F (failing) assigned by the instructor at the end of the term during final grade submission.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.

Table with 4 columns: Grade Shown in Faculty Grade Entry Drop Down List, Grade Shown on Transcript, Meaning, Affects GPA? Rows include WD-W, W, WD-F, F, Withdrawn, Failing, No, Yes.

SECTION 5: SIGNATURES

Signature: STUDENT Date:

Signature: ACADEMIC ADVISOR APPROVAL Date:

Signature: INSTRUCTOR OF COURSE BEING DROPPED APPROVAL Date:

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: