College of Engineering
Drop / Withdrawal Petition

This petition is only required for College of Engineering students requesting a course drop / withdrawal after the drop deadline has passed, or for students requesting a change to the original drop / withdrawal effective date.

Students must submit all petition materials at least five (5) business days prior to the final exam date of the course(s), so that a decision can be rendered before the exam occurs. Appeals to a Late Withdrawal Petition decisions must be made via a letter composed to the Associate Dean of Undergraduate Education within five (5) days of email receipt of the petition decision.

Request to Change Effective Date of Drop / Withdrawal: Students requesting to changes to the effective date of a course drop or withdrawal must provide documentation of the extenuating circumstances that occurred that prevented the student form dropping the course earlier. In some situations, the earliest date that can be applied is the last date the student attended and/or submitted any course materials, as verified by the instructor(s). Final decisions about financial recalculations are made by the Office of the University Bursar and are no longer reviewed once the subsequent academic term has passed.

Drop / Withdrawal after Drop Deadline: The Ohio State University has established, firm drop deadlines for each term, which are published on the Office of the University Registrar website, www.registrar.osu.edu. After the established deadline has passed, courses will not be dropped from a student’s schedule unless extenuating circumstances come into play. Petitions are approved for students who demonstrate that:

- Extenuating circumstances (medical emergency, hospitalization, being called up for active military duty, etc.) have arisen that make it impossible/impractical for the student to finish the term coursework, AND
- The extenuating circumstances were unpredictable and began AFTER the drop deadline had passed.

Students facing this scenario are encouraged to submit a Drop / Withdrawal Petition for consideration. Courses in which the student has completed a final exam are not approved for withdrawal. Once the final exam is taken, the course is considered completed and typically cannot be removed from the student’s record.

Extenuating circumstances typically impact all courses and require a student to fully withdraw for the term. If a student wants to petition to drop a specific course instead of a full term withdrawal, the student must demonstrate in his/her Personal Statement and documentation that the extenuating circumstances do not affect the other courses which the student would like to complete. The sole rationale of earning strong grades in the courses he/she would like to complete is not considered justification to warrant this exception. Below are two examples:

- EXAMPLE 1: Student incurs a knee injury during the 11th week of the term and submits a Drop / Withdrawal Petition. She requests to drop EDU PAES 1174 (Soccer) but keep Math 1172 and Physics 1251. In her Personal Statement she explains that her injury makes it impossible for her to physically complete the remaining assignments for the EDU PAES 1174 but does not impact the remaining coursework in Math 1172 and Physics 1250. The petition is approved.

- EXAMPLE 2: Student encounters a medical crisis which begins Monday of the 8th week of the term and causes him to miss the final two weeks of class and preparation for the final exams. However, he requests to drop only Math 1172 from his full slate of courses. The rationale provided in his Personal Statement explains that he would like to drop only Math 1172 because he is “doing well in his other classes” and only wants to drop the course he is doing poorly in. The student’s Instructor Report indicates that he had been performing poorly in the course prior to the two weeks of missed coursework. The petition is denied.
Submission of a Drop / Withdrawal Petition requires completion of the following steps:

1. Obtain a Drop / Withdrawal Petition packet from academic advisor. The packet will include:
   a. Drop / Withdrawal Checklist and Petition Submission,
   b. Instructor Report Forms, and
   c. Term Withdrawal Form, if you are pursuing a full withdrawal.

2. Have the instructor for EACH course you are requesting to drop complete an Instructor Report Form. Instructors will submit these forms directly to the petition office. A link to the Instructor Report Form, which you can send to your instructors, can be found at www.advising.engineering.osu.edu/current-students/important-forms.

3. Compose a Personal Statement, explaining your rationale for the drop / withdrawal request. If you are requesting to stay enrolled in any courses, include an explanation for why the extenuating circumstances affect only that specific course. In your personal statement, provide specific dates when events occurred. If you are requesting a change of the effective date of the drop / withdrawal, include an explanation as to why the drop / withdrawal was not completed earlier and why the date you propose is more appropriate.

4. Gather any relevant documentation supporting your rationale for withdrawing from the term. Examples include: physician/counselor letter of support, police report, medical documentation, etc.


6. If you are requesting a withdrawal from all courses taken during the term, complete the Withdrawal Form.

7. Attach all documentation to the Petition Submission Form and submit to the Engineering Advising Office in 244C Hitchcock Hall, 2070 Neil Ave. Petitions will not be considered until all documentation is submitted.

8. Continue to attend your course(s) as your petition may not be approved. If you are planning to submit a petition, talk to your academic advisor before attending any final exams.

9. The result of your petition will be sent to you via email to your OSU email account.

The following are reasons that will not be accepted to drop a course after the established drop deadline:

- Failure to utilize campus support resources or accommodations.
- Lack of preparation or dissatisfaction with the course or instructor.
- Lack of knowledge of Financial Aid Policies or Immigration Rules.
- Illnesses occurring PRIOR to the drop deadline.
- Being unaware of the deadline.
- Decision to change major.
College of Engineering
Drop / Withdrawal Petition
Petition Submission

Attach the documentation listed below to this form and then submit to the Engineering Advising Office (244 Hitchcock Hall) for consideration. Petitions should be submitted at least five (5) business days prior to Final Exams to allow time for the committee to contact you with a decision.

- Personal Statement.
- Official documentation supporting the petition.
- Instructor Report Forms for all courses you are petitioning to drop.
- Copy of current OSU Advising Report.
- Withdrawal Form (if you are pursuing a full withdrawal).

**Student Information**

| Full Name: ___________________________________________ | OSUID: _________________________ |
| OSU Email: ___________________________________________ | Current Major: __________________ |

I am requesting consideration of a Late Withdrawal Petition for the following term: _______________. My petition requests that I be permitted to withdraw from:

- All courses in which I was enrolled during the term, with an effective date of ____________________.
- OR

- Only the course(s) listed below, with an effective date of ____________________________.

  My rationale for this specific drop is included in my attached Personal Statement.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Class Registration Number</th>
<th>Credit Hours</th>
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I have read the information and understand the procedure for submitting this petition. I have discussed the procedure with my academic advisor and am aware of the possible consequences if my petition to withdraw from this term is or is not approved. I will attest that all required documentation has been submitted in an honest manner.

Student Signature          Date

**COMMITTEE ACTION:**

- ☐ APPROVED
- ☐ DENIED

Signature: _________________________

**COMMENTS:**

_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________

- ☐ Notification Sent
- ☐ AC Note
- ☐ OUR Paperwork Sent
- ☐ OUR Paperwork Processed

DATE: _________________________

Updated 11/20/14 SMD
Drop / Withdrawal Petition
Instructor Report Form

ATTENTION STUDENT: This form must be submitted for each course you are requesting to drop. Fill out the identifying information above and give to your instructor to complete.

Student Name: ____________________________________________ Today’s Date ________________
OSU Email: ________________________________________________ Major ____________________________
Term/Yr________ Course _________________ Instructor Name: ____________________________

ATTENTION FACULTY MEMBER: The student below is petitioning to withdraw from this course. Please provide as much information as possible to assist the College of Engineering Petition Committee in considering this request. This form should be returned directly to the Petition Committee: 244 Hitchcock, 2070 Neil Ave, Fax 614-247-6255, Email eng-advisor@osu.edu.

<table>
<thead>
<tr>
<th>Grade Item (Adjust as necessary)</th>
<th>Date Given/Due</th>
<th>Student Score</th>
<th>Class Avg</th>
<th>Check if student didn't submit</th>
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<tbody>
<tr>
<td>EXAM/PAPER #1:</td>
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<td>EXAM/PAPER #2:</td>
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<td>FINAL EXAM/PAPER:</td>
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<td>QUIZZES (AVG)</td>
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<td>LAB GRADE (AVG)</td>
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<tr>
<td>HOMEWORK (AVG)</td>
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</table>

POTENTIAL FOR INCOMPLETE?  □ NO  □ YES

STUDENT CLASS ATTENDANCE:  Indicate Percentage of Class Attendance (0-100%) ____________

□ Never Attended  □ No Scores Recorded  □ Attendance Not Taken

□ Stopped Attending on __________________________ (as determined by last recorded coursework)

Include any additional comments you would like the withdrawal petition committee to know below: (e.g. student participation, extenuating circumstances)

Instructor Signature (not required if emailed directly)  E-Mail Address  Campus Phone

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TERM WITHDRAWAL FORM

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).

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

The reason(s) for this request is:

See attached petition and personal statement.

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, Academic Records, 281 W. Lane Ave, 5th Floor

O.U.R. USE ONLY

OUR Processed Date  ____/_____/_____

Processor’s initials ________________