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.
DROP / WITHDRAWAL PETITION
Student Instructions

Submission of a Drop / Withdrawal Petition requires completion of the following steps:

1. Obtain a Drop / Withdrawal Petition packet from academic advisor and review it with your academic advisor.

2. If your withdrawal petition is for your most recent semester of enrollment, provide a summary of your current class performance in each course you are requesting to drop with one of the following:
   a. **A printout of your grades in Carmen**, OR
   b. **Ask your instructor to fill out 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](http://www.advising.engineering.osu.edu/current-students/important-forms) or at the end of this petition packet.

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. It is recommended that your personal statement is 2-3 pages.

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

5. **Attach all documentation to the Petition Submission Form** and submit to the Engineering Advising Office. Petitions will not be reviewed until all items are submitted.

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

7. **The result of your petition will be sent 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.
Drop / Withdrawal Petition
Petition Submission Form

Attach the documentation listed below to this form and then submit to the Engineering Advising Office for consideration. Submissions are accepted via email at eng-advisor@osu.edu or via a hard copy at 140 W 19th Avenue, Room 233. To be reviewed, submissions must include the following items:

- Petition Submission Form (this form, completed by student or staff member working with student)
- Personal Statement (typed, 2-3 pages)
- Official documentation supporting the petition
- Carmen Grades or Instructor Report Forms (only if petition is for current or recently completed semester)

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.

STUDENT INFORMATION— Please fill out the following information

Full Name: ___________________________________________  OSUID: _________________________
OSU Email: __________________________________________  Current Major: ________________

I am requesting consideration of a withdrawal petition for the following term: __________________________

COURSE INFORMATION— Please fill out the following information

My petition requests that I be permitted to withdraw from (SELECT ONE):

- ALL courses in which I was enrolled during the term, with an effective date of ________________.
- 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

DATE: ____________________

COMMITTEE ACTION:  □ APPROVED  □ DENIED  Signature: __________________________

COMMENTS: ________________________________________________________________

□ Notification Sent  □ AC Note  □ OUR Paperwork Sent  □ OUR Paperwork Processed

Updated 11/8/2016
Drop / Withdrawal Petition
Instructor Report Form

INSTRUCTOR: The student who contacted you is petitioning to withdraw from his/her course. Please provide as the information below to assist the College of Engineering Petition Committee in considering this request. This form can be returned directly to the Petition Committee via email (eng-advisor@osu.edu) or campus mail (Engineering Advising, 122 Hitchcock Hall, 2070 Neil Avenue)

Instructor Name: __________________________ Instructor Email: __________________________
Student Name: ___________________________ Student Email: ___________________________
Department and Course Number: _____________________________ Term/Yr ____________

<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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<td>HOMEWORK (AVG)</td>
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Would you recommend an incomplete for this student? □ YES □ NO

What would you estimate was the student’s percentage of attendance?
□ Regularly Attended □ Rarely Attended □ Never Attended □ Attendance Not Taken

In your estimation, when was the student’s last date of attendance?
□ Stopped Attending On ________________ (as determined by last recorded coursework)
□ Never Attended
□ Is Still Attending

Are there any additional comments or information you would like to share with the committee?

Instructor Signature __________________________ Today’s Date ____________
(Type your full name if emailing from your OSU email address)

Updated 11/8/2016