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(weeks 13 and 14 of a regular semester, or proportionate periods for short courses), and have a final grade of W (withdrawn) or F (failing) assigned by the instructor at the end of the term.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the twelfth week and before pre-finals week (or proportionate periods for short courses) and receive a grade of W (withdrawn) or F (failing) assigned by the instructor at the end of the term during final grade submission.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.

<table>
<thead>
<tr>
<th>Grade Shown in Faculty Grade Entry Drop Down List</th>
<th>Grade Shown on Transcript</th>
<th>Meaning</th>
<th>Affects GPA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD-W</td>
<td>W</td>
<td>Withdrawn</td>
<td>No</td>
</tr>
<tr>
<td>WD-F</td>
<td>F</td>
<td>Failing</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.