



WITHDRAWAL FORM

Student is not officially withdrawn unless this form is received by the Office of the Registrar within published university deadlines (see the Academic Calendar at https://registrar.okstate.edu).

This form is used to withdraw from all classes after the applicable semester or session has begun. Submit this form to the Office of the Registrar or OSU Tulsa Enrollment Services, 1st floor Administration Hall, 700 N. Greenwood, Tulsa, OK 74106. To drop all classes before the semester begins, do not use this form, but instead please complete an Enrollment Cancellation Form (available at https://registrar.okstate.edu). Students called to active duty military service should use the Military Leave of Absence/Withdrawal request form.

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

Permanent Address (Street) (City) (State) (Zip)

Telephone Email Address (other than your OSU email address)

Semester of withdrawal [ ] Fall 20 [ ] Spring 20 [ ] Summer 20

Did you attend class this semester? [ ] Yes [ ] No

Do you plan to return to Oklahoma State University in the future? [ ] Yes [ ] No If yes, which semester?

Reason for withdrawal (select best one): [ ] academic difficulties [ ] employment opportunity [ ] financial [ ] dissatisfaction with program [ ] family reasons [ ] health [ ] personal [ ] other

Students called to active duty military service must use the Military Leave of Absence/Withdrawal request form.

I understand that submitting this completed form to the Office of the Registrar will result in dropping all classes in which I am currently enrolled at Oklahoma State University for the semester(s) listed above, provided that it is submitted by the appropriate drop/withdraw deadline(s). Students who withdraw after the automatic W drop/withdraw deadline but within the W/F withdrawal deadline, will receive final grades of "W" or "F" assigned by each instructor. Course tuition and fees will be charged to my account according to the applicable refund deadlines.

Signature Date STUDENT

Signature Date COLLEGE STUDENT SERVICES DIRECTOR OR ACADEMIC ADVISER

Signature Date ISS OFFICER (International Students Only)

College Advising Office: Please check appropriate boxes below to indicate offices student must contact before leaving the University:

- [ ] Scholarships and Financial Aid (for students with scholarships, grants, loans, work-study, etc.)
[ ] Residential Life and Dining Services (student with Residential Life housing and meal plan contracts)
[ ] Fraternity and Sorority Affairs (students living in a fraternity or sorority)
[ ] Bursar (students with a non-zero balance on their Bursar account)
[ ] Veteran Benefit Services (students receiving education benefits through the Veterans Administration)

Registrar staff initials: Effective date: Date processed: WD checklist provided:

Short courses/Pre-session courses completed: Credit:

## Withdrawal checklist - to be retained by the student

**You are responsible for contacting the appropriate offices below to complete your withdrawal from OSU.**

- Submit the completed and signed Withdrawal Form to the Office of the Registrar.** You are not officially withdrawn without this step. Students who withdraw after the automatic W drop/withdraw deadline but within the W/F withdrawal deadline will receive final grades of "W" or "F" assigned by each instructor. **Students called to active duty military service should use the [Military Leave of Absence/Withdrawal request form](#).**
- Office of the Registrar** / 322 Student Union / Email: registrar@okstate.edu / Phone: (405) 744-6876 or 1st Floor Administration Hall / Phone: (918) 594-8100 - Tulsa Campus
- Bursar Account** - Contact the Office of the Bursar to pay any remaining balance on your account. Please note that an outstanding balance may result in holds on your account that could prevent future registration or your ability to obtain a transcript.
- Office of the Bursar** / 113 Student Union / Email: bursar@okstate.edu / Phone: (405) 744-5993 or 1st Floor Administration Hall / Phone: (918) 594-8320 - Tulsa Campus
- Scholarships and Financial Aid** - If you have financial aid (grants, loans, work-study) or scholarships, you must contact a financial aid counselor about how your withdrawal impacts your aid. If you have a departmental scholarship, you should also notify the department that provided the scholarship.
- Office of Scholarships and Financial Aid** / 119 Student Union / Email: finaid@okstate.edu / Phone: (405) 744-6605 or 130 North Classroom Building / Phone: (918) 594-8273 - Tulsa Campus
- Residential Life** - If you live in an OSU residence hall or other student housing, you must contact the Residential Life office to notify them of your withdrawal. Please note your OSU ID card will no longer work to access residence halls, so please contact the housing office if you need temporary access.
- Office of Housing and Residential Life** / Iba Hall / Email: reslife@okstate.edu / Phone: (405) 744-5592
- Fraternity and Sorority Affairs** - If you are a member of a student organization such as a fraternity or sorority, contact Fraternity and Sorority Affairs to notify them of your withdrawal.
- Office of Fraternity and Sorority Affairs** / 211 Student Union / Email: gogreek@okstate.edu / Phone: (405) 744-5490
- Veteran Education Benefits** - If you have received education benefits through the Veterans Administration, you must contact the Veterans Benefit Office to determine the consequences of your withdrawal as it relates to your current and future veteran education benefits.
- Veteran Benefit Services, Office of the Registrar** / 322 Student Union / Email: registrar@okstate.edu / Phone: (405) 744-3665 or (405) 744-6868
- Contact Information** - Update your mailing address and phone number by logging into your SIS account and updating your Personal Information at <https://prodosu.okstate.edu>. You may also forward your OSU email address to another email account by logging into O-Key at <http://okey.okstate.edu> and selecting the Email Destination menu item. Your OSU email address will expire automatically 30 days after you have withdrawn. Please update your alternate email address in the O-Key system by selecting the Alternate Email menu item. This will allow the University to contact you electronically after your OSU email address expires.
- Transcripts** - You can request official OSU transcripts by logging into your SIS account or by making the request in person at the Office of the Registrar or Enrollment Services on the Tulsa campus. For more information visit <https://registrar.okstate.edu/transcript-request>. Note: Your OSU email address (and your O-Key account) will expire approximately 30 days after you have withdrawn. You may continue to access SIS using your CWID and 6-digit SIS PIN once your O-Key account has expired. If you have forgotten your SIS PIN, please contact the Office of the Registrar or Enrollment Services on the Tulsa campus for assistance.
- Meal Plan** - If you have a meal plan, you must contact the meal plan office to notify them of your withdrawal.
- Meal Plan Office** / Student Union Administrative Services / 301 Student Union / Email: dining@okstate.edu / Phone (405) 744-4920.
- Readmission to OSU as an Undergraduate Student** - If you will not be returning to OSU in the next fall or spring semester, but plan to return to OSU in the future, you will need to apply for readmission to OSU. Visit <https://admissions.okstate.edu> and click on the "APPLY" link for readmission information and deadlines.
- Readmission to OSU as a Graduate Student** - All correspondence for readmission into a graduate program should be done through the Graduate College. Visit <https://gradcollege.okstate.edu> for more information.