LATE WITHDRAW PETITION INFORMATION

The university establishes firm deadlines for students to withdraw from courses. These deadlines are published on the Office of the University Registrar’s website (registrar.osu.edu). After these deadlines have passed, students are unable to withdraw from courses unless extenuating circumstances can be clearly and documented. A late withdraw petition may be approved for students who clearly demonstrate both of the following:

- Extenuating circumstances began AFTER the drop or withdraw deadline has passed
- The extenuating circumstances make it impossible for the student to finish the term’s coursework

Prior to submission, students should make an appointment with a Knowlton Student Services staff member to discuss the petition process.

The following restrictions apply:

- Courses in which the student has completed a final exam cannot be approved for withdrawal.
- Late Withdraw Petitions almost always require a student to withdraw from all courses for the term, rather than one specific course.

**Deadline:** Late Withdraw Petitions are due on the last day of regularly scheduled classes for a term or session and/or at least five business days prior to the course’s scheduled final exam. These submission deadlines allow time for the petition committee to review materials and render a decision before the exam occurs.

The following reasons are NOT adequate for submission of a Late Withdraw Petition:

- Lack of preparation
- Dissatisfaction with the course or instructor
- Dissatisfaction with grades
- Lack of knowledge about Financial Aid policies
- Lack of knowledge about immigration rules
- Illnesses occurring PRIOR to the established withdraw deadline
- Unawareness of the deadline
- Unawareness of enrollment in the course (including being added from the waitlist)
- Decision to change major or transfer schools
- Lack of attendance

**Student Instructions:** A completed petition must include the petition form, a typed personal statement describing the situation and reasons other than those listed above, official documentation which clearly supports the petition, and the university’s withdrawal form. All documentation should be submitted to the Knowlton Student Services office in 100 Knowlton Hall by the aforementioned deadline. Please note that by signing and submitting the petition form, you give permission for Knowlton Student Services to contact the faculty member(s) of your courses. Faculty will be asked to provide information on your performance (grades) in the course, participation and attendance throughout the semester. This information will be used by the committee to evaluate your petition.
LATE WITHDRAW PETITION FORM

Complete this form. Attach a typed personal statement, official documentation which clearly supports the petition, and the university’s withdrawal form. Completed petitions should be submitted to the Knowlton Student Services office in 100 Knowlton Hall no later than the last day of regularly scheduled classes for a term or session, and/or at least five business days prior to the courses’ scheduled final exams. Decision notifications will be sent by email to your Ohio State email address.

Student Name ___________________________ OSUID ___________________________
Name.# ________________________________ Major ___________________________

I request to withdraw from courses for the following term or session: ___________________________

For each course in which you are enrolled, please list the faculty member’s name and contact information. As part of the petition, Knowlton Student Services will contact course instructors to obtain information about your performance (grades), participation and attendance in the course. Your signature below and submission of this form provides consent for Knowlton Student Services staff to contact these individuals.

Course Department Course Number Faculty Member(s) Faculty Member(s) Name.# or Phone
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I have reviewed the Late Withdraw Petition process and I understand the procedure for submitting this petition. I am aware of the possible consequences that I may face if my petition is or is not approved for this term. I attest that all documentation has been submitted in an honest manner.

Student Signature ___________________________ Date ___________________________

KNOWLTON STUDENT SERVICES OFFICE USE

Received By ___________________________ Date Submitted ___________________________

Committee Action/Comments ______________________________________________________
________________________________________________________________________

Notified Student ___________________________ AdvisingConnect ____________________ Registrar ____________________

THE OHIO STATE UNIVERSITY