

Administrative Withdrawal Form



Office of Admissions / Registrar & Records
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Excerpt from AW policy (Complete policy can be found at: <http://www.osuokc.edu/awpolicy>):

Attendance/Ongoing Academic Engagement has been proven to be a key factor in academic success. Students who do not comply with written syllabus attendance and/or ongoing engagement requirements may be administratively withdrawn for that course unless documentation of contact with their course instructor is provided.

Faculty may submit an AW as a student's final grade under the following provisions:

- The instructor's AW policy must be included in the course syllabus (see policy for detailed information). Instructors may be asked to provide a copy of the syllabus if the student appeals the AW.
- Instructor must have attempted to contact the student using the Early Alert process.
- AW's may be issued in weeks 3 through 12 of a 16-week course, or equivalent in courses of shorter lengths.

Complete form and return to Admissions/Registrar Services for processing.

Student Information:

Student Name

CWID or SSN

Course Number & Section

Course Title

Semester/Year

Instructor Printed Name

Reason for Administrative Withdrawal (Check One):

- Student NEVER attended the course.
- Student stopped attending/participating the course. Date of last attendance:
- Other (please explain):

Instructor Signature

Date

Department/Division Designee Signature

Date

For Office Use Only:

Processed by:

Date:

Comments: