



OKLAHOMA CITY

Office of the Registrar
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Oklahoma City OK 73107
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www.osuokc.edu/registrar

WITHDRAWAL FORM

This form is required to withdraw from all classes for the term. Students are not officially withdrawn until the completed form is received by the Office of the Registrar. Withdrawals will be processed as of the date the completed form is received by the Office of the Registrar according to the drop and refund deadlines for each registered class. Please see the Academic Calendar for details.

Student ID _____ Phone _____

Name _____

(Last)

(First)

(Middle)

Semester of withdrawal _____ Did you attend class this semester? Yes No

Do you intend to return to OSU-OKC in a future? Yes No

If yes, which semester? _____

Reason for withdrawal (select best one):

Academic Difficulties

Employment

Financial

Dissatisfaction with program

Personal

Health

Family Reasons

Other

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 - Oklahoma City for the semester listed above, provided that is submitted by the appropriate drop/withdraw deadline.

Course tuition and fees will be charged to my account according to the applicable refund deadlines.

Academic Advisement: Please check appropriate boxes below to indicate offices student must contact before leaving the University:

Financial Aid and Scholarships

Business Services

Veterans Affairs

Signature _____ Date _____
Student

Signature _____ Date _____
Academic Advisor

Signature _____ Date _____
DSO (International Students Only)

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

Submit completed and signed Withdrawal Form

You are not officially withdrawn without this step. Students who withdraw after the refund deadline but within the "W/F" deadline will receive final grades as assigned by each instructor.

Business Services

Contact Business Services to pay any remaining balance on your account. Please note that outstanding balance may result in holds on your account that could prevent future registration.

Scholarships and Financial Aid

If you have Financial Aid or Scholarships, you must contact a financial aid counselor about how your withdrawal impacts your aid.

Veteran Education Benefits

If you have received education benefits through 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.

Additional Information

Readmission to OSU-OKC

If you will not be returning to OSU-OKC within the next year, but plan to return in the future, you will need to apply for readmission to OSU-OKC. Visit <https://osuokc.edu/admissions/> and click on the "Start My Application" link.

Transcripts

You can request official transcripts by logging into your Banner account, by making a request in person or through Parchment. For more information visit <https://osuokc.edu/academics/registrar/request-transcript.html>

Contact Information

Update your mailing address, alternate e-mail address and phone number by logging into your Banner account at my.okstate.edu and updating your Personal Information.