Request to Drop Course(s)
Due to Hold

Instructions: *Complete form and return to Admissions/Registrar Services. Form may be returned in person, by fax or through students' O-Key email address (see above for contact information). The effective date of drop/withdrawal will be the date this form is received in the Records office. Please consult the class schedule, university catalog or www.osuokc.edu for drop dates and refund deadlines (deadlines will differ depending on course length/start date). The student is responsible for verifying that OSU-OKC has received this form if not submitted in person.*

Student Information:

Year/Semester: 20_____ ☐ Fall ☐ Spring ☐ Summer

Student Name: last   first   middle

O-Key email (@okstate.edu)   phone number   Student ID or SSN

Course Action:

☐ complete Withdrawal (drop <u>ALL</u> courses) ⟶ *Please state the reason for complete withdrawal:* _____

OR

drop specific courses (list below):

CRN	Course Prefix	Course Number	Reason for Drop/Withdrawal

Drop Checklist

Dropping courses can affect your financial aid, bursar balance due, full-time enrollment status and/or impact a variety of other factors. Students are responsible for contacting the appropriate offices to complete your withdrawal from OSU-OKC. The following is a suggested, but not comprehensive, list of offices you may need to contact:

- **Business Services Office** - Contact the Business Services Office to fulfill your financial obligation to the university. Failure to clear your balance can prevent you from receiving a transcript or re-enrolling in the university in the future.

- **Records Office** - Be sure to keep your address, email and phone number current with OSU-OKC if you expect any correspondence from the university. You can update your information by logging into my.okstate.edu Self Service or by completing the Data Update form available in Student Services.

- **Veterans Administration** - If you received educational benefits through the VA, you must contact the Veterans' Services Coordinator to adjust your certification to the VA. Failure to do so can result in an overpayment and you may have to return benefit money to the VA.

- **Financial Aid** – If you received financial aid, you must contact the Financial Aid office to determine how your drop may affect your aid status. In some cases, you may be required to return funds and may be placed on Financial Aid probation.

I wish to make the above enrollment changes and have read and understand my responsibilities upon submission:

_____   _____
Student Signature   Date

For Records use:

processed by: _____   date rec'd: _____

Received by:

advisor/staff member: _____

Date: