



Withdrawal from University Form

Student Name: _____ **ID#:** _____ **Date:** _____

Please check only one box that best describes your request:

Term Students (Semester/Year: _____)

- I wish to remain in the current semester (_____) but want to withdraw from the university when this semester ends.
- I wish to withdraw from my current semester (_____) and all future semesters.
- I wish to withdraw from a single semester (_____) but NOT ALL semesters thereafter.

Non-Term Students (S20____/20____)

- I want to withdraw effective today and do not intend to return.
- I want to finish my current course (_____) and do not intend to return.
- I want to withdraw effective today but intend to return after 45 days.
- I want to finish my current course (_____), withdraw from the university, but intend to return on this date _____.

Reason for Withdrawal: _____

Student Acknowledgement

Withdrawing from the university can result in several academic and financial consequences. Please initial next to each statement to verify that you understand these implications and have taken steps to gather relevant information before requesting a withdrawal.

_____ **Grading:** Students initiating a withdrawal from the University will receive the grade earned courses they completed and a “W” or a “WF” in courses they attended but did not complete.

_____ **Financial Aid:** Withdrawals affect financial aid awards. If you are receiving financial aid, and do not know how a withdrawal will impact your financial aid status, please contact the Student Financial Aid Office (Murray Center Room 207, 812-749-1224) to discuss these implications **before** submitting this form.

_____ **Account Balance:** Withdrawals may result in an account balance, or money owed, that could prevent you from registering for future classes, obtain transcripts, and/or receive other university services until balances are fully paid. For specific information about how a withdrawal will affect your account balance, contact the Business Office (Murray Center Room 203, 812-749-1240 – term students, 812-749-1244 – non-term students).

_____ **Exit Interview:** We would like to know reasons why you are choosing to withdraw from the university. Please reach out to the Director of Student Life, Program Director and/or Academic Program Coordinator to discuss these matters.

Withdrawal Checklist

- Does OCU have your correct address on file?** If not, submit a [Change of Personal Information Form](#) to the Office of Academic Affairs (Murray Center, Room 206, 812-749-1238).
- Do you live in University housing?** If so, contact the Student Life Office (Student Life Center, 812-749-1421).
- Do you need information about returning rental textbooks and/or selling textbooks?** Please contact the OCU Bookstore (Student Life Center, 812-749-1403) for more information.
- Are you a student worker?** If so, contact the Financial Aid Office (Murray Center, Room 207, 812-749-1224).
- Do you plan to return to OCU?** If you wish to return within one academic year from the time you left, simply notify the Office of Academic Affairs. However, if you wish to return after one academic year has passed, you will need to re-apply to the University through the Admissions Office. Contact the Student Life Office for assistance with this process (Student Life Center, 812-749-1421).

Advisor/Academic Program Coordinator: _____ **Date:** _____

Student Life Director Signature: _____ **Date:** _____

Designated Office or Faculty/Staff (if other than advisor): _____ **Date:** _____

Student Signature: _____ **Date:** _____

Date when completed form is received in the Office of Academic Affairs: _____

Please submit the completed form to the Office of Academic Affairs, Murray Center (MC) 206. For more information, contact 812-749-1238 or email academicaffairs@oak.edu.

Withdrawal from University Form

Administrative Use Only

Student Name: _____ **ID#:** _____ **Semester/Yr:** _____ or **S20** ___/20___
(when student is withdrawing)

Last course attended: _____

Last date of attendance: _____

Effective Status Date: _____

(Date when official notification is provided – a signed form by student to designated office. If withdrawing after finishing the current class, the Effective Status Date is the current course end date in CAMS)

Date of determination: _____

(The date when a student notified OCU staff of his/her intent to withdraw; **this date must be no later than 14 days after the last date of attendance**)

Military Veteran: Yes No

Withdrawn or Dropped Course/s:

Department	Course #	Section #	Start/End Date	Credit Hours	Withdrawn (Grade of W or WF) or Dropped (D) Courses*

Information about Grades Assigned:

- *Grade of W = Withdrawn:* Grade assigned for courses the student attended, from which he/she is being withdrawn before the last date to withdraw from a course for a grade of W, and for which he/she will be charged
- *Grade of WF = Withdrawn Failing:* Grade for courses the student attended from which he/she is being withdrawn after the last date to withdraw from a course for a grade of W, and for which the student will be charged
- *D = Dropped courses:* Courses that the student did not attend for which the students may not be charged; these do not appear on the transcript and therefore are not assigned a grade

Reason for Withdrawal:

- | | |
|--------------------|---|
| _____ Financial | _____ Career |
| _____ Health | _____ Non-traditional student with more than 45-day gap between courses |
| _____ Military | _____ Other: |
| _____ Transferring | |

Additional Remarks/Comments:

Means of Notification: _____ In person
_____ Email (Attach copy and send to Financial Aid and Business Office)

Academic Affairs Staff Signature: _____

Date: _____