



## Ohio Administrative Code

### Rule 3335-8-32 Withdrawal from courses or from the university.

Effective: April 2, 2021

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(A) Withdrawal from the university during a semester, summer term, or session, constitutes withdrawal from all courses in which a student is enrolled during that semester, summer term, or session. Upon official notification of the student's withdrawal from the university, the university registrar is authorized to enter the dated notation "withdrew" on the student's official permanent record.

(B) To withdraw from any or all courses, a student must file the appropriate form with the authorized representative of the dean or director of the student's enrollment unit.

(C) Until close of business of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester, or a six- or eight-week session during summer term; or the first Friday of a four-week summer session, a student may withdraw from any or all courses which began in the same semester, summer term, or session and no record for the course(s) will be entered on the student's official permanent record.

(D) After close of business of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester, or a six- or eight-week session during summer term; or the first Friday of a four-week summer session, if a student withdraws from any or all courses which began in the same semester, summer term, or session, the university registrar is authorized to enter the mark "W" on the student's official permanent record for the courses withdrawn.

(E) Until close of business on the following days, student may submit a form in their enrollment unit to drop a course or withdraw from the university:

(1) The tenth Friday, for courses taken during a full-term autumn, spring, or summer semester

(2) The sixth Friday, for courses taken during an eight-week summer session



- (3) The fifth Friday, for courses taken during a seven-week session in an autumn or spring semester
- (4) The fourth Friday, for courses taken during a six-week summer session
- (5) The third Friday, for courses taken during a four-week summer session

After those dates, a student, who because of circumstances beyond their control finds it necessary to withdraw from any or all courses, must file the appropriate petition with the authorized representative of the dean or director of the enrollment unit. Reasons not acceptable include (but are not limited to) the student's performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject matter offered in the course(s). If the petition is approved, a copy will be filed with the university registrar who is then authorized to enter the mark "W" on the student's official permanent record and the instructor(s) of the course(s) will be so notified. If the petition is not approved, the student continues to be enrolled in the course(s) and a final mark must be submitted by the instructor(s). Withdrawal from any and all courses shall not be permitted after the last day of regularly scheduled classes except when the student experiences a genuine emergency after the regularly scheduled classes end and prior to sitting for the final examination in a given course or courses.

(F) The above deadlines shall be extended as spelled out in rule 3335-8-21(L)(6) of the Administrative Code in any semester in which exceptional circumstances have been declared.