



Ohio Administrative Code

Rule 3341-3-64 Withdrawal from the university- undergraduate.

Effective: November 13, 2025

(A) Policy statement and purpose

This university policy is part of the undergraduate catalog. The undergraduate catalog provides university academic policies and information about program requirements. The undergraduate catalog is updated annually. Students are advised to become familiar with the undergraduate catalog as well as specific requirements and policies related to their degree program.

(B) Policy

A student who wishes to withdraw from the university in good standing must obtain the permission of the dean (or dean's designee) of the college in which the student is enrolled. A partial refund of fees may be possible; see office of the bursar. The following rules apply to these situations:

- (1) A student who withdraws with permission from the university will have all courses from the semester withdrawn; the withdrawals will be recorded on the academic record as a grade of "W" with a date of withdrawal.
- (2) A student who does not withdraw with permission from the university will receive a punitive grade (grade of F) in accordance with the undergraduate grading policy.
- (3) Grades assigned through the academic honesty policy may not be withdrawn or dropped under any circumstances.
- (4) Withdrawal from the university is only permitted before the last five days of the fifteen-week regular fall or spring sessions or before the last two days of any summer session or other non-fifteen week sessions within fall or spring semesters. The university will typically make a decision on a request to withdraw within two weeks after the request is made.



(5) Retroactive withdrawal (that is, a withdrawal granted after the permitted designated dates may be granted in extraordinary circumstances, such as if the student is unable to complete classes or contact the university to initiate a timely withdrawal. A student who suffers a hardship should carefully consider whether withdrawing from the university is an appropriate option. Students who complete the semester after suffering a hardship will not be granted a retroactive withdrawal. Furthermore, students will not be considered for a retroactive withdrawal if they have received a grade of Incomplete for the appealed semester as part of an agreement with the faculty member to complete the required work, as such an agreement is an appropriate means for providing flexibility in case of hardship. Retroactive withdrawal must be requested within one year from last day of classes for the semester for which a withdrawal is requested.

Most withdrawals from the university are initiated by the student. Students seeking a retroactive withdrawal must do so in writing to the college in which the student was enrolled during the semester being appealed. The college dean or dean's designee will be responsible for reviewing the request, and will make a decision within approximately two weeks.