

## Administrative Withdrawal Request

In the event you were unable to withdraw from your course(s) by the deadline determined by College policy due to extenuating circumstances, you may submit this form and all required documentation to request an administrative withdrawal exception to the College policy.

Requests may be submitted up to **24** consecutive months from the **end date of the term** for which the administrative withdrawal is being requested. **Forms received after the deadline, and/or without all required documentation, will not be reviewed.** We will email you at your student.csc.c.edu address with the results of your request. Approval of this request is not guaranteed.

Student Name: \_\_\_\_\_

Cougar ID: \_\_\_\_\_  
*List Cougar ID# on all attachments*

Indicate the term and year for which you are requesting an administrative withdrawal (one form per term):

\_\_\_\_\_ Autumn \_\_\_\_\_

\_\_\_\_\_ Spring \_\_\_\_\_

\_\_\_\_\_ Summer \_\_\_\_\_

List Course Name and Number for which an administrative withdrawal is being requested (please print clearly):

\_\_\_\_\_  
\_\_\_\_\_

**Indicate each item completed and/or documents attached – ALL items MUST be completed prior to submission:**

\_\_\_\_\_ Personal statement detailing why you were unable to withdraw from the course(s) by the deadline date.  
*To the best of your ability, be specific in your explanation of circumstances and include dates of related events. If the circumstances surrounding your Administrative Withdrawal request are/were traumatic and you feel that writing about them in a personal statement would cause you distress, please provide as much information as possible without going into the details that would cause you to revisit the traumatic events. If you are in need of a referral to counseling or other resources you should contact Columbus State Counseling Services at 614-287-2818 or [counselingservices@csc.c.edu](mailto:counselingservices@csc.c.edu).*

\_\_\_\_\_ Official third-party supporting documentation. Examples of possible documentation may include:

- Physician, hospital, or Advocate statement verifying your personal statement.
- Obituary of a member of your immediate family such as parent, step-parent, sibling, grandparent, stating your relationship to the deceased.
- Copy of official orders for military active duty assignment to a different area, state, or country.
- Letter from an administrator, faculty member, or staff member verifying a college error.

Submit this completed form and all required documentation by email to [tarawforms@csc.c.edu](mailto:tarawforms@csc.c.edu) or to Student Central/Student Services (addresses above). If you have questions, contact us at 614-287-5353.

### Certification

I understand, for any courses for which my Administrative Withdrawal Request is approved, a grade of "AW" will replace the previously assigned grade and my cumulative Grade Point Average will be recalculated.

By listing my name below and submitting this electronic form, I certify all the information reported is complete and correct. I also confirm the named person listed below executed this document in its entirety.

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date