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Student ID Number   Last Name (Please print clearly)   First   Middle

Term: (Check one) ☐ Fall ☐ Spring ☐ Summer   Year: _____

Level: (Check one) ☐ Undergraduate ☐ Graduate

NOTE: Failure to attend class is not sufficient notice to the University of a withdrawal. It will not qualify for a refund and may result in a punitive grade of 'VF'.
***Dropping a class may impact your Financial Aid/Scholarship status. Please check with the Office of Financial Services, 513-745-3142, Schott Hall. ***

Action: (check one)		CRN: (Required)	Course Subject	Course Number	Section Number	Enter 'AU' To Audit	Credit Hours	Office Use Only
☐ Add	☐ Drop/Withdrawal							
☐ Add	☐ Drop/Withdrawal							
☐ Add	☐ Drop/Withdrawal							
☐ Add	☐ Drop/Withdrawal							
☐ Add	☐ Drop/Withdrawal							
☐ Add	☐ Drop/Withdrawal							
☐ Add	☐ Drop/Withdrawal							
☐ Add	☐ Drop/Withdrawal							
☐ Add	☐ Drop/Withdrawal							
☐ Add	☐ Drop/Withdrawal							

Student's Signature

Current Phone Number   Date

Instructor's Signature (as needed)   Date

Advisor's Signature (Recommended for Undergraduates)   Date

Signature of Student's Asst. Dean (Required after deadlines)   Date

Dean/Office Use Only—Amount of Refund

100%   80   60   40   20   No Refund   Not Applicable

Office of the Registrar Authorization:

(Rev.7/11/25)