### Change Ticket

**OSU Student ID**

**Effective Term** | **Year** | **Today’s Date**
--- | --- | ---

**Last Name** | **First** | **Middle/Maiden** | **Name.#** | **College of Enrollment**

**Student’s Campus**
- COL
- LMA
- MNS
- MRN
- NWK
- ATI
- Other

**Office Use Only**

**Effective date:** __________

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**College Office Use Only**

Post-10th Friday Petitions: If dropping a class after the 10th Friday of the term (or 5th Friday for a Session, or 3rd Friday for May Session), complete this section.

Based on Faculty Rule 3335-8-32 (Withdrawal from Courses or from the University), if after the 10th Friday (or 5th Friday for a Session, or 3rd Friday for May Session), students must petition with the enrollment unit for approval to withdraw from a class due to circumstances beyond their control. A lack of preparation or dissatisfaction with the course are not acceptable reasons to withdraw from the class after the 10th Friday of the term (or 5th Friday for a Session, or 3rd Friday for May Session). If the petition is approved, the mark “W” will be recorded on the student’s academic record for each course involved.

**Committee Action:**
- Approved
- Disapproved

**Add and Drops**

<table>
<thead>
<tr>
<th>A/D</th>
<th>Class Number (4 or 5 digits)</th>
<th>Credit</th>
<th>Options</th>
<th>Department</th>
<th>Course Number</th>
<th>Career</th>
</tr>
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**Indicate A (Add) or D (Drop)**

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<thead>
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**Credit Hour Changes**

<table>
<thead>
<tr>
<th>Class Number (4 or 5 digits)</th>
<th>Department</th>
<th>Course Number</th>
<th>Change credit hours From</th>
<th>To</th>
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**Advisor Approval**

**Advisor OSU ID (name.#)**

**College Approval**

**Processed By**

**Date**

Revised 12/11