Summer 2010, Term A
Faculty Withdrawal Grade Submission Form

Student: ___________________________________________________________________
Department, Course Number, Section: _________________________________________

Provided a student completes official course withdrawal procedures, faculty policy provides:

- **Drop without record** on the permanent academic record during the first week of the term (June 21, 2010 through June 25, 2010).

- **An automatic “W”** (Withdrawal Passing) during the second week of the term (June 26, 2010 through July 2, 2010).

- **A “WF”** (Withdrawal Failing) for withdrawal during or after the third week of the term (July 3, 2010 and later).

However, an instructor may grant a “W” grade during the third through fifth weeks (July 3, 2010 through July 23, 2010) if all the following conditions are met:

1. Student completes official withdrawal procedures;
2. There have been exceptional circumstances beyond the student’s control, in which case the student must demonstrate in writing to the satisfaction of the instructor that exceptional circumstances exist; and
3. Either the student’s work has been of passing quality or the exceptional circumstances have prevented the student from completing work of passing quality.

After the fifth week and through the last day of class (July 24, 2010 through August 13, 2010), a student who withdraws from a course receives a “WF” (Withdrawal Failing) grade from the instructor. The Academic Standards Committee may permit a “W” to be assigned in response to a petition from the student supporting a claim of exceptional circumstances. Such a petition must be submitted by August 13, 2010 and must include a statement by the instructor on the quality of the student’s work in the course.

I certify that there have been circumstances beyond the student’s control necessitating this withdrawal and that the student’s work has been of passing quality or that the exceptional circumstances have prevented the student from completing work of passing quality.

Instructor’s Name: ___________________________ Withdrawal Date: _______________
Instructor’s Signature: ___________________________ Date: _______________