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 (May 17, 2010 through May 21, 2010).

- An **automatic “W”** (Withdrawal Passing) during the second week of the term (May 22, 2010 through May 28, 2010).

- A **“WF”** (Withdrawal Failing) for withdrawal during or after the third week of the term (May 29, 2010 and later).

However, an instructor may grant a “W” grade during the third through fifth weeks (May 29, 2010 through June 18, 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 (June 19, 2010 through June 25, 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 June 25, 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: _______________