Spring 2014
Faculty Withdrawal Grade Submission Form

Student: ___________________________________________ UPSID: ________________
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 two weeks of the semester (January 21, 2014 through February 3, 2014).
- An automatic “W” (Withdrawal Passing) during the third through sixth weeks of the semester (February 4, 2014 through March 3, 2014).
- A “WF” (Withdrawal Failing) for withdrawal during or after the seventh week of the semester (March 4, 2014 and later).

However, an instructor may grant a “W” grade during the seventh through twelfth weeks (March 4, 2014 through April 14, 2014) 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 twelfth week and through the last day of class (April 15, 2014 through May 7, 2014), 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 May 16, 2014, 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: _______________