

# Assignment of “W” After Mid-Term

**IMPORTANT:** the form is **NOT** used to withdraw the student from your course. It is the student’s responsibility to withdraw from the course. If the student has not yet withdrawn, please give him/her a withdrawal slip and instruct him/her to bring it to the Academic Support for processing. This form will **NOT** be processed until the student withdraws from the course.

- Student must be passing the class at mid-term for the assignment of a “W” after mid-term.
- **Approved form must be received in the Office of the Registrar before final grade entry begins for the term.** Once final grade entry begins, this form AND an Official Grade Change form are required.
- Route for approval signatures before submitting to the Office of the Registrar.
- Please note: Any documentation attached to this form will **NOT** be kept by the Academic Support. In the student’s best interest, we do not want to include medical or other records in the student’s academic history at ABAC.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Term: \_\_\_\_\_ CRN: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Justification for assignment of “W”:

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Date received and processed in the Office of the Registrar \_\_\_\_\_ Notification to instructor \_\_\_\_\_