

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 If the student has not yet withdrawn, please give him/her a withdrawal slip and instruct him/her to bring it to the Office of the Registrar for processing. This form will NOT be processed until the student actually 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 Office of the Registrar. 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 _____