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 If the student has not yet withdrawn, please give him/her a withdrawal slip and instruct him/her to bring it to the Academic Support for processing.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 the last date of attendance 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 ______

Revised: February 4, 2013