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 If the student has not yet withdrawn, please give him/her a withdrawal slip and instruct him/her to bring it to the Office of the Registrar for processing.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 ______

Revised: February 4, 2013