



**OFFICE OF THE REGISTRAR  
 Request For Grade Of "W"**

Name: \_\_\_\_\_ Student ID# 000\_\_ - \_\_\_\_\_

Year: 20\_\_ Term:  Spring  Summer  Fall  7.5 Week Session \_\_1 \_\_2  Other \_\_\_\_\_

Students may **drop** courses only during the first **two** weeks of the fall/spring main session. Students who withdraw from courses between the **third** and **fourteenth** week of either the fall/spring main session will receive grade(s) of "W" on their records. The current fee is \$15.00 (subject to change without notice.)

Students who withdraw from courses **after** the **fourteenth** week of the fall/spring main session will receive grades computed on the basis of all work completed **and** not completed at the end of the semester. For all other sessions, please consult the Registrar webpage at [www.georgian.edu](http://www.georgian.edu) for important dates.

**Students who drop or withdraw from a course(s) after the first week are financially responsible for the course(s) and must pay the applicable Grade of W fee.**

Please be sure to complete this form in its entirety. Incomplete forms will be returned unprocessed.

\_\_\_ I am withdrawing from the University **OR** \_\_\_ I am withdrawing from the semester only

**I wish to request a grade of "W" for the following course(s)**

Course ID	Section #	Lec/Lab	Instructor	Day	Time

By signing below, I understand and agree to comply with the terms listed on this form. **Reminder: If applied for degree completion (graduation), this request for grade of W might impact your graduation eligibility.**

Student Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

***This form is due in the Office of the Registrar by the close of business of the "Withdraw By" date listed on the Important Dates section of the Registrar's website at [www.georgian.edu/registrar](http://www.georgian.edu/registrar).***

Office Copy: \_\_\_ Academic Advising \_\_\_ Instructor

Office Use Only
Processed by: _____
Date: ___/___/_____
Fee Received:
__ Waived __ Cash __ Check: ___
__ Bill Account
Revision: June 2011