



OFFICE OF THE REGISTRAR

Request for Grade of "W"

(Completed after drop period)

NAME: _____ **ID#:** 000 - _____

YEAR: _____ **TERM:** _____ **SESSION:** _____

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

| Course ID | Section # | Lec/Lab | Instructor | Day | Time |
|-----------|-----------|---------|------------|-----|------|
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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: <http://georgian.edu/registrar/impdates.htm>

PLEASE READ/CHECK/SIGN BELOW:

- ALL STUDENTS REQUESTING A GRADE OF "W" AFTER THE DROP/ADD DATE ARE FINANCIALLY RESPONSIBLE FOR THE COURSE(S) AND MUST PAY THE APPLICABLE FEE. THE CURRENT FEE IS \$17.00 (SUBJECT TO CHANGE WITHOUT NOTICE).

By signing this form you are verifying that you understand the above statement:

SIGNATURE: _____ **DATE:** _____

***Required Signatures:**

Academic Advisor Signature
(required for all students)

Designated School Official Signature
(required for Athletes & F1- International Students)

| Office Use Only | |
|----------------------------------|-------------|
| Processed by: _____ | Date: _____ |
| Fee Received: | |
| __ Waived __ Cash __ Check: ____ | |
| __ Bill Account __ Credit Card | |
| <i>Revised: Aug2015</i> | |