



## GRADE WITHDRAWAL

### Division of Academic Affairs

Please complete this form when withdrawing a grade that was submitted for a student on the final grade report, when the student should not have received a grade.

The student whose name appears below was not enrolled in \_\_\_\_\_

**Course Title**

\_\_\_\_\_  
**Student Full Name**

\_\_\_\_\_  
**Banner ID**

\_\_\_\_\_  
**Course Number**

\_\_\_\_\_  
**Section Number**

\_\_\_\_\_  
**Semester & Year**

I am withdrawing the grade of: \_\_\_\_\_ for the following reason (s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Provost/Vice Chancellor for Academic Affairs