Graduate Student Grade Withdrawal Form

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 ___________________________ Student Banner ID # ___________________________

Course # __________________ Sec. # __________________ Semester & Year ___________________________

Last Date of Attendance ___________________________

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

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Instructor’s Signature ___________________________ Date ___________________________

Instructor’s Departmental Chairperson ___________________________ Date ___________________________

Approved By: ___________________________ Date ___________________________

Provost and Vice Chancellor for Academic Affairs or Designee

Revised: 01/15/2021