

**SAMUEL MERRITT COLLEGE**  
Office of the Registrar  
450 30<sup>th</sup> Street, Suite 2802  
Oakland, California 94609  
Telephone: 510.869.1550 Fax: 510.869.6204

**PETITION TO RECEIVE A LETTER GRADE OF "W"**

**STUDENT COMPLETES THE FOLLOWING:**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

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

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Please state the exact reasons for your withdrawal from this class:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

After the end of the drop/add period a student may withdraw from a course without academic penalty through the tenth week of instruction. Petitions beyond this period would be approved only for serious and compelling reasons such as a serious accident or illness. The approval of the instructor and the department chair are required on the petition form which the student files in the Registrar's Office. If the petition is granted, the course remains on the student's record with a "W" grade. There is no refund of tuition fees.

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last day of student's class attendance: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**REGISTRAR'S OFFICE USE ONLY:**

Request reviewed by: \_\_\_\_\_

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

COPIES: Instructor, Student, Student file