

SAMUEL MERRITT UNIVERSITY
Office of the Registrar

PETITION TO RECEIVE A LETTER GRADE OF “W”

STUDENT COMPLETES THE FOLLOWING:

Print Name: _____

Signature: _____

ID Number: _____

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 up until the **midpoint of the course, as specified in the course syllabus, or when no more than 50% of the course has been completed, which ever occurs last.** A student may withdraw from a single course only once. The course remains on the student transcript with a grade of “W”. Petitions to withdraw from a course beyond this period would be approved only for serious and compelling reasons such as 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 record with a “W” grade. If the petition is denied or the student fails to complete course requirements without formally withdrawing, the grade will be determined by the instructor based on the grading policy and requirements as noted in the course syllabus (See Withdrawal from the University and Refund Policies).

Instructor Name: _____ Date: _____

Instructor Signature: _____ Date: _____

Last day of student’s class attendance: _____

Department Chair Signature: _____ Date: _____

REGISTRAR’S OFFICE USE ONLY:

Request reviewed by: _____ Date: _____

cc: *instructor*
 student
 student file