FISK UNIVERSITY

Withdraw Pass/Fail Form

WITHDRAWALS FROM COURSES **The grade of "WD" (withdrawn) and "WF" (Withdrawn Failing) are given to a student who has been enrolled for a course during the first weeks of the semester but has filed a properly approved withdrawal form with the Registrar before the beginning of the mid-semester examination period. Instructors must indicate consent on the withdrawal form. The grade of "WP" (withdrawn passing) is given when a student files a properly approved withdrawal form with the Registrar between the beginning of the mid-semester examination period and before the beginning of the final examination period, but only if the Instructor certifies on the official grade report that the student's standing in the course was at a "D" grade level or better at the time of withdrawal. The grade of "WF" (withdrawn failing) is given when a student files a properly approved withdrawal form with the Registrar between the beginning of the mid-semester examination period and a date four weeks before the beginning of the final examination period but the Instructor certifies on the official grade report that the student was failing the course at the time of withdrawal. Any student who is failing a course and requests a withdrawal after this period will receive a grade of "E" Fail.**

THIS FORM SHOULD BE FILLED OUT BY THE STUDENT AND RETURNED TO THE OFFICE OF THE REGISTRAR BY THE INSTRUCTOR

A- _____ FA 20[28] SP2([28]) _____

Student ID Number

_____ _____

Student Full Name Date

_____ _____

Course Number Course Name

_____

Section Number

_____

(Reason for withdrawing from course)

_____

☐ **Withdraw Passing** ☐ **Withdraw Failing** _____ _____

instructor Signature Date