



**OFFICE OF THE REGISTRAR**  
**Request for Grade of "W"**  
(Completed after drop period)

**NAME:** \_\_\_\_\_ **ID#:** 000 - \_\_\_\_\_

**YEAR:** \_\_\_\_\_ **TERM:** \_\_\_\_\_ **SESSION:** \_\_\_\_\_

I wish to request a grade of "W" for the following course(s):

Course ID	Section #	Lec/Lab	Instructor	Day	Time

*This form is due in the Office of the Registrar by the close of business of the "Withdraw By" date listed on the Important Dates section of the Registrar's website: <http://georgian.edu/registrar/impdates.htm>*

**PLEASE READ/CHECK/SIGN BELOW:**

- ALL STUDENTS REQUESTING A GRADE OF "W" AFTER THE DROP/ADD DATE ARE FINANCIALLY RESPONSIBLE FOR THE COURSE(S) AND MUST PAY THE APPLICABLE FEE. THE CURRENT FEE IS \$17.00 (SUBJECT TO CHANGE WITHOUT NOTICE).

*By signing this form you are verifying that you understand the above statement:*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*Required Signatures:**

\_\_\_\_\_  
**Academic Advisor Signature**  
(required for all students)

\_\_\_\_\_  
**Designated School Official Signature**  
(required for Athletes & F1- International Students)

Office Use Only	
Processed by: _____	Date: _____
Fee Received:	
__ Waived __ Cash __ Check: ____	
__ Bill Account __ Credit Card	
<i>Revised: Aug2015</i>	