



Appeal of WF Grade Received Because of Withdrawal After Mid -Term

A student who wishes to drop a course or withdraw from the College after mid-term must complete a Change of Schedule form in the Registrar’s Office. A withdrawal grade of **WF** is recorded by the Registrar’s Office for each course dropped by a student after mid-term. (Academic Calendar with last day to drop or withdraw from classes can be found in the current catalog, or on the website at www.maconstate.edu/academics/academiccalendar.aspx .)

If, after officially dropping a course or withdrawing from the College, a student wishes to appeal the grade or grades of **WF** because of hardships or circumstances which are **non-academic** in nature, the student must proceed as follows:

1. Briefly explain your reasons for dropping or withdrawing on the comment section of this form.
2. Attach **original copies** of supporting documents with this form. Medical or Occupational documents must be on **official letterhead**.
3. Submit completed form to the Office of Academic Affairs within **5 class days** from the date grades are posted.

Appeals of WF grades because of academic difficulty are not permitted

(Please Print)

Name: _____ ID # 9 2 6 - _____ - _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

Major: _____ Daytime Phone: _____

Comments

COURSES DROPPED OR WITHDRAWN FROM

Subject	Course Number	Section Number	Beginning Time	Instructor	Date Last Attended	Number Absences

Student’s Signature: _____ Date: _____

(For Office use only)

Denied: _____ Approved: _____

Signature: _____ Date: _____