

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

 Term:  Fall       Spring       Summer      20 \_\_\_\_\_

WU (Withdrawal Unauthorized) is defined as follows: the symbol “WU” shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to complete it. It’s most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). The instructor shall report the last known date of attendance by the student. The symbol “WU” shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol “WU” is inappropriate and “NC” shall be used instead.

A WU may be given at the end of term during the regular grade submission process. A WU may also be given during the term in such instances where a student has exceeded the absences allowed per a written course attendance policy or can no longer earn a passing grade due to missed and/or failed homework assignments, quizzes, exams, labs, course participation or combinations thereof.

**REASON FOR WITHDRAWAL UNAUTHORIZED**


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Course/Sect. #:	4 digit Class #:	Course Title:

Last Date of Attendance: \_\_\_\_\_

 Please indicate the grading basis for this course:     Graded (A-F)     CR/NC     ABC/NC

 Has the student been notified via Cal Maritime email of the instructor initiated withdrawal?  Yes  No

*The student is to be withdrawn from the listed course with the grade of WU or NC.*

	<b>Course Instructor</b> <i>(Required)</i>
PRINTED NAME	
SIGNATURE	
DATE	