
Emergency Withdrawal Instructor Form

Name: _____ UCO ID: _____

Course Prefix and Number: _____ CRN: _____ Semester: _____

I understand that if my emergency withdrawal request is not approved, my original grade will remain. Poor academic performance or lack of deadline awareness cannot be used as a rationale for the request.

Student Signature: _____ Date: _____

*A separate instructor form is required for each CRN under consideration.

YOU MUST CONTINUE TO ATTEND CLASS IN THE EVENT YOUR PETITION IS NOT APPROVED

I HAVE READ AND UNDERSTAND THE INSTRUCTIONS REGARDING THIS REQUEST

Student's Signature: _____ Date: _____

THIS PORTION TO BE COMPLETED BY FACULTY

Instructions:

The deadline to drop or withdraw from courses is the end of the eleventh (11th) week of a 16-week class (classes of shorter duration will have individually determined deadlines). The above student has requested an Emergency Withdrawal after this deadline due to a catastrophic event.

Please indicate this student's academic standing in your class as of the last date the student attended class. By completing and signing this petition, you are not approving or denying the petition as this form will be used in consideration along with the completed request submitted to the committee by the student.

When assigning grades via the web, the student will show up as still registered in your class if the emergency withdrawal has been denied, or if processing is incomplete. In the case, you must assign a letter grade (not a "W") on the final grade report.

Please complete the following information:

- This student never attended my class
- This student was passing as of _____ (Last day attended)
- This student was failing as of _____ (Last day attended)

Instructor Name (Print): _____

Instructor Signature and Date: _____