

COMPLETE WITHDRAWAL NOTIFICATION (REQUEST FOR GRADE) FORM
THE UNIVERSITY OF TEXAS AT EL PASO
REGISTRATION & RECORDS OFFICE

Student Name _____ UTEP ID _____

Last	First	M.I.	8						
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Call Number / CRN	Subject	Course Number	Term

Please check grade to be assigned

W F

I have been informed by the Records Office that the student listed above has completely withdrawn from the semester in progress after the course drop deadline. I am therefore submitting this form because I understand that the official withdrawal grade must be submitted by the instructor.

Instructor's Signature	Date
Department Chair's Signature	Date
* College Dean's Signature	Date
* (NOT REQUIRED: Liberal Arts, Education)	

RETURN COMPLETED FORM TO THE REGISTRATION AND RECORDS OFFICE.

If you are unable to do so before faculty grading ends, we will require a signed Grade Change Form to be submitted.

Thank you for your assistance!

Date Processed	Grade Posted	Course PoT/"AUTO W" Date	Processed By:
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Original—Registration & Records

Copy—Dean's Office