



Petition by a Student for a Course Grade of AW

PURPOSE: Students may use this form to petition to be assigned a grade of AW (administrative withdrawal) for a course. *Students initiating a withdrawal from all courses in a semester should Withdraw from Term via WebOPUS.*

This form will only be reviewed for students who:

- have exceeded their lifetime limit of three student-initiated course withdrawals (CW) or who have missed the deadline to be assigned a grade of CW

AND

- have documentation of compelling and unforeseen obstacles to course completion (e.g., severe injury or illness, or death in family)

AND

- cannot complete course requirements without retaking the course, thereby not qualifying to be assigned a grade of I (incomplete).

INSTRUCTIONS FOR STUDENTS: Complete this form. If an instructor or advisor is able to attest to the presence of unforeseen, compelling reasons why this course could not be completed, please ask him or her to email such reasons to academicaffairs@fortlewis.edu. The completed and signed form will be reviewed by the Provost's designee. Petitions that are approved will result in a grade of AW for the course.

DEADLINE: Submit form to academicaffairs@fortlewis.edu, by 4:00 p.m. Wednesday of the last week of classes.

Section I – Student's Information	
FLC ID #	Printed Name:

