



# Official Withdrawal Request: Instructor Grade Input

This form is used to obtain Instructor Grade Input documentation as part of a student's Official Withdrawal Request in ConnectCarolina for the current term.

**Full time Degree-Seeking Undergraduate Students** are required to complete this form if:

- o Fall or spring term: enrolled in 6 or more credit hours **AND** it is more than 8 weeks into the term
- o Summer term: enrolled in 5 or more credit hours

**Graduate Students:** You are required to complete this form at any point during the term.

**Friday Center Students:** You are not required to complete this form.

Complete Part One below and provide the form to each course instructor either via email or paper copy. After each instructor has returned the signed form, upload each form with your Official Withdrawal Request in ConnectCarolina. For more information, please visit [registrar.unc.edu/withdraw](http://registrar.unc.edu/withdraw) or contact your Academic Advisor or Dean's Office.

## PART ONE: STUDENT REQUEST (For Student to Complete)

Date of Request: \_\_\_\_\_ PID: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Class (e.g. SOCI101): \_\_\_\_\_ Instructor: \_\_\_\_\_

Withdrawal Term:     Fall 20\_\_\_\_     Spring 20\_\_\_\_     Summer I 20\_\_\_\_     Summer II 20\_\_\_\_

## PART TWO: INSTRUCTOR GRADE INPUT (For Instructor Use Only)

**Part two of this form is to be completed by the instructor of record or his/her designee. Any unauthorized use or alteration of this form is strictly prohibited and subject to University disciplinary action.**

The student listed above has requested to be withdrawn from all classes at UNC-Chapel Hill for the current term, including a class in which you are the instructor of record, also listed above. Academic policy states that grades must be collected at the time of withdrawal for undergraduate students past the 8th week of classes and for graduate students at any point in the term. Please provide grade input by checking one of the boxes below, then printing, signing, scanning, and emailing the form to the student. Alternately, please provide your signature on a paper copy of this form presented by the student. **To protect the information on this form from unauthorized access, all email transmission must be conducted through UNC email accounts.**

The student's Official Withdrawal Request cannot be processed without your grade input. Please return this form to the student as soon as possible.

""I certify that at the time of withdrawal, this student is **passing** the class listed above.

""I certify that at the time of withdrawal, this student is **not passing** the class listed above. An "F" grade may be noted on the student's academic record and transcript.

**Instructor Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

Instructor Email: \_\_\_\_\_

**Thank you for completing this form. Please email or return it to the student as soon as possible and no later than one week from the date of receipt.**