



# Bethesda University

730 North Euclid Street, Anaheim, California 92801 Tel: (714)683-1212, Fax: (714)683-1205

## REQUEST FOR WITHDRAWN "W" GRADE FORM

To request to receive a withdrawn "W" grade, please fill out this form and submit it to BU Registrar's Office. Students are only eligible to request for a withdrawn grade after the 60% of the semester has passed. The student must get the approval by instructor and chief academic officer. If a student is absent without requesting to withdrawal from a course, s/he will receive "F" grade for the course.

Name	Student ID	Date of Birth
Current Address		
Email Address	Phone Number	Major

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**Student Signature** **Date**

The student must get the clearance from the following departments.

Title	Signature	Date
International Student Advisor		/ /
Financial Aid Officer		/ /
Accounting Office		/ /
Library		/ /

Please, print the list of courses you are withdrawing for current semester and get approval from Professor. If the total of withdrawn courses exceeds 5, a student may be dismissed from the Bethesda University.

Course Code and Title	Professor's Signature	Date

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**Chief Academic Officer's Signature** **Date**