

**Perkins College of Education
Withheld Grade Report**

In order for a student to be given a WH, the professor must complete this form and get approval from the unit head. University policy 5.5 states, "At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. **Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F**, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average."

UNIT: ELEM HUSC HUSR KINE SEEL **SEMESTER:** _____

STUDENT NAME: _____ **CAMPUS ID:** _____

STUDENT EMAIL: _____ **STUDENT PHONE:** _____

COURSE INFORMATION: Prefix _____ # _____ Section _____ CRN _____

INSTRUCTOR'S NAME: _____

Justification of WH: _____

Work remaining to be completed: _____

Due Date(s) for required work: _____

Student Signature

Instructor Signature

Unit Head Signature

FOR INTERNAL USE ONLY: Grade Change Activity

Date of Grade Change: _____ **Grade Received:** _____

Please maintain the original within the Unit and submit a copy to coestudentservices@sfasu.edu