

**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:**  EDST    HSEL    HUSC    KINE                      **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**

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**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](mailto:coestudentservices@sfasu.edu)