

Stephen F. Austin State University
College of Fine Arts

WITHHELD GRADE REPORT

(To be filed with the department chair each time a WH is reported for any course.)

From University Policy A-54, Semester Grades –

Ordinarily, at the discretion of the instructor and with the approval of the department chair, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances occurring after the established last date to withdraw from the university and before the end of the semester. 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.

Course Number _____ Section Number _____ Semester and Year _____

A grade of WH was reported for:

Name: _____ Social Security # _____

Major: _____

1. Reason for assigning WH: _____

2. Work remaining to be done: _____

The student's probable grade in the course may vary from _____ to _____, depending on the quality of completed work to be performed.

Faculty Member of Record

Department Chair