

# WITHDRAWAL REVERSAL & GRADING FORM



## Student Identification

Date:

MCC Student ID:

Student Full Name:

## Student Request

*I would like to continue in the listed course.*

*I understand that at the end of the term my instructor will change my "W" (Withdrawal) grade to the grade I have earned.*

Enrollment  
Term & Year:

Course Prefix and Number:  
(eg: ENG 121)

CRN:

Course Title:

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Student Signature

Date

## Instructor Approval

*I approve continued enrollment of this withdrawn student in the referenced course.*

*I will retain this form until the end of the course when it will be submitted to the Registrar/Records Office for processing.*

Instructor Approval  
Requirements:  
(if any)

**D2L Course: Instructor has contacted MCC Academic Technology to request reinstatement of the student's D2L access.**

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Instructor Approval Signature

PRINTED Instructor Name

Date

## Grade Change Authorization of 'W' to Earned Grade

Substitute "W" Withdrawal Grade with Student's Earned Grade of:

Reason Code (SG): Substitute Grade entered due to continued enrollment following Withdrawal.

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Instructor Signature

Date

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Dean or VP of Instruction Signature

Date

- 1. Instructor: Return printed, signed & graded form to your Instructional Dean or the Instructional Vice President for approval.*
- 2. Instructional Dean or VP: Return approved form to MCC Registrar/Records Office for processing.*

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Registrar Signature

Date