Email Template for Advising Units to Eliminate the Need for Change of Grade Cards if Grade has Already Been Posted:

Dear Instructor,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (TUid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) is a student in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

Department

\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_campus. S/He is seeking an excused withdrawal for the

Section

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ semester. In order to review this petition and determine if the student is eligible for a tuition adjustment, the committee needs to know the last day of attendance in this class.

Please indicate the last day of attendance here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and return the email to me.  
  
If approved for this withdrawal, the student’s grade for this course will be a “WE.” If you have already submitted a grade for this student, it will be updated to a “WE” by the Office of University Registrar. No additional request for a change of grade card will be made for this student.

If you have any questions, please do not hesitate to contact me. Your prompt attention to this request is appreciated.  
  
Sincerely,  
  
xxxxx