



Office of Academic Affairs
Swaim Administration Building
870-759-4130 phone
870-759-4257 fax
khennings@wbcoll.edu

WITHDRAWAL FORM May/Summer/Winter Terms

The form below must be used to *officially* withdraw from a May/Summer/Winter term course. Phone calls are not accepted as formal notices of withdrawal. Students wishing to withdraw from a course must **print, complete, and sign** this form and submit it to the Registrar’s Office by email at khennings@wbcoll.edu or by fax at 870-759-4257. The student’s *signature and date is required*.

Students can drop a course prior to the drop deadline which is the first calendar day of the final week of class in any May/Summer/Winter term class. Withdrawals made during this time will be indicated as a “W” on a student’s transcript. Withdrawals made after the deadline will result in a grade of “F” recorded on the transcript.

Absence from a class does not constitute a dropped course or official withdrawal. If your plans change and you are unable to attend the course, you must officially withdraw from the class. Students who do not officially withdraw will receive the grade of “F” posted on their transcript.

There will be a 100% refund for withdrawals completed through the Registrar’s Office by the end of the first calendar day in any given term; no refunds will be made thereafter.

Before considering a course withdrawal, students are urged to consult with the Office of Financial Aid regarding any implications of this action.

NAME (Last) _____ (First) _____

Student ID Number _____ E-mail Address _____

Course Title _____ Course Number _____

Phone Number _____

Please check appropriate term

May Term _____ Summer I _____ Summer II _____ Special Summer _____ Winter _____

Instructor’s Name _____

Student’s Signature _____

Date _____

FOR OFFICE USE ONLY

Date Received _____ Date Processed _____ Processed By _____