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 ____________________________