



REQUEST TO WITHDRAW FROM COURSE(S)

Office of the Registrar
3rd floor College Center

This form is to be used by students wishing to withdraw from individual courses after the Drop/Add period has ended but before the final withdrawal deadline for the semester.

Student's Full Name: _____ Student's I.D. No.: _____
 Phone : _____ Student's email _____@email.wesley.edu

PREFIX	COURSE TITLE	SECT	CRS	DAYS	TIME	INSTRUCTOR'S SIGNATURE

IMPORTANT WITHDRAWAL INFORMATION:

- 1) You are responsible to withdraw from class if you stop attending. You will not be automatically withdrawn and may receive a failing grade at the end of the semester.
- 2) You may withdraw from a course without academic penalty prior to course withdrawal deadlines. Failure to withdraw before deadline results in a grade of "F."
- 3) A grade of "W" does not affect grade point average (g.p.a.).

Withdrawing does not release you from financial responsibility or obligation for the course(s). Please answer these questions:

Do you receive financial aid or other benefits to pay for your course(s) YES _____ NO _____

Do you receive military benefits? YES _____ NO _____ Indicate the last day you attended class: _____

IMPORTANT: Students receiving financial aid should contact the Financial Aid Office to determine potential effects on eligibility related to making changes in course credit load. Active duty military personnel receiving tuition assistance are required by Air Force guidelines to withdraw from classes in person at the Dover AF Base office.

Withdrawal Forms must be delivered in person to the Wesley College Registrar's Office by the semester deadline in order to be valid. (Students must refer to the academic calendar to obtain deadlines for withdrawing from courses.) The Registrar's Office cannot accept any withdrawal form without advisor's signature. (No exceptions.) Any course withdrawal request received after the deadline or not properly completed will not be accepted.

Student signature: _____ Student's Major: _____ Date: _____
 Advisor signature: _____ Advisor's PRINTED NAME: _____ Date: _____

Updated 06/16/2011