

# REQUEST TO DROP or WITHDRAW FORM



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Student ID or SSN: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number that you can be reached: \_\_\_\_\_

Signature Required: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*PLEASE NOTE** that a processing fee of \$10.00 **MUST BE PAID** before 5:00 pm on or before the last day to drop &/or withdraw (Dates are listed below). **NO** drops will take place until this fee has been paid through the Business Office. The Business Office is located in the Administration Building, or you can call (870) 574-4461 and pay by credit card.

Last Day to drop with a grade of "W":

Fall 2011	Wednesday, November 30, 2011
Spring 2011	Wednesday, April 18, 1012
Summer I	Wednesday, June 13, 2012
Summer II & Extended Term	Wednesday, July 25, 2012

**NO** Drops will be accepted after the drop dates that are listed above.

COURSE NO	SEC	COURSE TITLE	DAYS	TIME	ROOM #	CR HR

Please check if you are doing a total withdrawal from all classes.

**Please print and fax to: Student Services (870) 574-4478 or (870) 574-4442**