

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":

Summer I	June 19, 2013 (before 5:00 pm)
Summer II & Extended Term	August 1, 2013 (before 5:00 pm)

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