



## WOFFORD COLLEGE

# COURSE WITHDRAWAL (WP/WF)

Return Completed Form to: Office of the Registrar, Dupre Administration Building, Tel 864.597.4030, Fax 864.597.4019

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All courses dropped after the official add/drop date will appear on the transcript. Courses dropped after the official add/drop date, but on or before the course withdrawal date (WP deadline), as noted on the academic calendar will be recorded with a grade of 'WP' or 'WF'. The grade of 'WP' indicates the students carried out the official withdrawal procedure and was passing the course at the time. The grade of 'WF' indicates the student did not follow the official withdrawal process and/or was failing the course at the time. A grade of 'WP' does not affect the GPA. A grade of 'WF' calculates as a failing grade in the GPA.

To officially complete the withdrawal process this form must be signed by the course instructor who will indicate the appropriate grade. It must also be signed by the faculty adviser, and additionally by the athletics compliance officer and/or international programs coordinator when appropriate. The completed form must be returned to the Office of the Registrar on or before the course withdrawal deadline as indicated on the academic calendar. Students who withdraw from a course after the official deadline will automatically be assigned a grade of 'WF'.

*Some financial aid awards require that recipients be enrolled full-time. Financial aid recipients, including student-athletes, veterans, and international students, should consult the Financial Aid Office before they drop any course at any point in the semester. If you have financial aid and/or scholarships, and will drop below 12 hours, please contact the Financial Aid Office immediately.*

**1. TERM/YEAR:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_ Year \_\_\_\_\_

**2. STUDENT INFORMATION:**

W# \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_

CRN \_\_\_\_\_ Subject \_\_\_\_\_ Course Number \_\_\_\_\_ Section \_\_\_\_\_

Please indicate if you are a(n): Athlete \_\_\_\_\_ International Student \_\_\_\_\_ Veteran's Benefits \_\_\_\_\_

**3. ADVISOR APPROVAL:**

Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Student athletes must have signatures of both their academic and athletic advisor.*

Office of International Programs Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*\*International students must have signatures of their academic advisor and the OIP*

**4. GRADE & FACULTY APPROVAL:**

Please circle the appropriate grade: \_\_\_\_\_ WP \_\_\_\_\_ WF \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_