REQUEST FOR GRADE OF WITHDRAWAL (WD) FORM

In order to withdraw from a class and receive a grade of ‘WD’ this form must be submitted prior to the last day to request a withdrawal according to the college’s official academic calendar for the current term. If withdrawal is still possible, students must:

- Complete and sign this form
- Submit the completed, signed form to the Registrar’s Office

Please note that:

- Grades of WD do not affect your grade point average, but they do remain on your permanent official academic record.
- In most cases (unless this request is being made very early in the term) no refund is applicable to withdrawals since the last date for a refund according to college policy has already passed.
- In cases where a refund is applicable, tuition refunds/liability will be calculated according to the date written notice is received by the Registrar’s Office. Some Title IV recipients may be eligible to receive a refund amount calculated on a per diem basis.

Last name

First name

Bank Street ID number

Term: Indicate the appropriate term by filling in the year.
- Fall
- Spring
- Summer 1
- Summer 2

Course Number: ____________  Number of credits: ____________

Course Title: __________________________________________

I hereby request a grade of ‘WD’ for the course indicated above.

Student’s signature: ________________________________

Today’s date: __________________________________________________________________________

For office use only

Date received: ____________  Date WD entered: ____________

Number of credits WD ________

Refund entitlement:  
- 50% $_________ to student/ $ to GS _________
- 25% $_________ to student/ $ to GS _________
- 0% $_________ to student/ $ to GS _________

(Check 1 and write amount)

Copy sent to Business Office by: ________________ Date: ________________

(Registrar’s Staff Signature)