

**CHEYNEY UNIVERSITY OF PENNSYLVANIA  
WITHDRAWAL FROM CLASS (WC) FORM**

**This form does not withdraw you from the University**

\_\_\_\_\_ **\$5.00 CHARGE PER COURSE**

*Please PRINT clearly*

**STUDENT NAME:** \_\_\_\_\_ **ID #** \_\_\_\_\_

**SEMESTER and YEAR** \_\_\_\_\_

GRADE	COURSE	SECTION	TITLE	REQUIRED INSTRUCTOR'S SIGNATURE
WC				
WC				

Student's Signature	Date	Print - Advisor or Dept. Chair's Name
Registrar's Office Processor	Date	Advisor or Department Chair's Signature      Date

**Instructions:** *Fill out this form completely for processing.*

**This completed form must be submitted to the Registrar's Office by the WC due date. Please refer to the academic calendar on the registrar's webpage for the WC dates for each semester session. Late submissions will not be accepted; allow adequate time to get all the necessary signatures.**

1. Get the signature of the course instructor.
2. Get the signature of the student's advisor (or department chairperson only if the advisor is not able to sign it.)
3. Sign the form on the student line.
4. Pay the \$5 withdrawn course (WC) fee for each course being withdrawn with the Bursar.
5. Have the form stamped paid, with the amount paid, by the Bursar's Office.
6. Submit this signed, stamped form to the Registrar's Office for processing.

A final grade of "WC" will be posted on the transcript for each withdrawn course.

A "WC" final grade posting process does not reduce or change the student's registered number of credits. The course and course credits are not removed from the transcript.

If this form is not remitted to the Registrar's Office after payment is made with the Bursar, the student will still be considered enrolled in the course (regardless of attendance activity.) He/she will receive a final grade for all coursework that was submitted for the course which could equate to a "F". A signed, stamped WC form must be returned to the Registrar's Office to have a WC grade posted.