



# MOODY BIBLE INSTITUTE & MOODY THEOLOGICAL SEMINARY

## COURSE WITHDRAWAL FORM

### Instructions:

- 1) Use one form for each class.
- 2) Obtain signature from the instructor.
- 3) Return this completed form to the Office of Academic Records.
- 4) There is a \$10.00 fee for withdrawing from a class after the last drop date (cash, check or credit card).  
The Office of Academic Records will not bill the student's account for this fee.

### Policies:

- 1) The student will receive a "WP" (indicating that the student was passing the course at the time he/she withdrew, or "WF" (indicating that the student was failing the course at the time he/she withdrew).
- 2) A WF will affect a student's GPA negatively.
- 3) A WP or WF will remain as a permanent record on the student's academic record.
- 4) Students who are failing a course are encouraged to **NOT** withdraw from the course.

Student's Name: \_\_\_\_\_ ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Course Number i.e.: BI-2280-02	Course Name	Credits

### Faculty Approval Signature:

\_\_\_\_\_ Please circle one: **WP** **WF**

### Academic Records Approval:

\_\_\_\_\_ Date: \_\_\_\_\_

FOR CREDIT CARD PAYMENTS (MasterCard/VISA only)

Card Type \_\_\_\_\_ Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Please return this form to:

**Office of Academic Records, Moody Bible Institute, 820, N. LaSalle Blvd., Chicago, IL 60610**

**Phone:** 312-329-2087

**Fax:** 312-329-8987

**Email:** [academicrecords@moody.edu](mailto:academicrecords@moody.edu)

*Office Use Only:*

Course registered: \_\_\_\_\_ Date: \_\_\_\_\_

Payment: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit card \_\_\_\_\_