North Park University

Fall ☐ Spring ☐ Summer ☐

_____
Term/Year

Drop/Add Form

Student ID Number

☐ ☐ ☐ ☐ ☐ ☐ ☐

(Please Print) _____

| Last Name | First Name | MI |

ADD ☐

Dept	Number	Sec	Course Title	Credit	Instructor

DROP ☐

Did the student attend at least 3 times, including once after the first week? *Please check one item:*

No ☐

Yes ☐

Date of Last Attendance

_____ _____
Instructor's Signature/Permission   Date

ADD ☐

Dept	Number	Sec	Course Title	Credit	Instructor

DROP ☐

Did the student attend at least 3 times, including once after the first week? *Please check one item:*

No ☐

Yes ☐

Date of Last Attendance

_____ _____
Instructor's Signature/Permission   Date

ADD ☐

Dept	Number	Sec	Course Title	Credit	Instructor

DROP ☐

Did the student attend at least 3 times, including once after the first week? *Please check one item:*

No ☐

Yes ☐

Date of Last Attendance

_____ _____
Instructor's Signature/Permission   Date

ADD ☐

Dept	Number	Sec	Course Title	Credit	Instructor

DROP ☐

Did the student attend at least 3 times, including once after the first week? *Please check one item:*

No ☐

Yes ☐

Date of Last Attendance

_____ _____
Instructor's Signature/Permission   Date

_____
Student's Signature

_____
Office of Student Engagement, Johnson Center
only if not in good academic standing

_____
Student Admin. Services Approval (1st Floor, Student Services)

To withdraw from a class, the student must complete a drop form. Withdrawal from either a class or from school is effective on the day all signed forms are filed with Student Administrative Services. **Mere absence from class or notice to the instructor does NOT constitute a withdrawal. Unauthorized withdrawals receive a grade of DW (Dropped without Permission) and a 0.00 GPA. Students should check with Financial Aid to confirm that schedule changes will not have a negative impact on their financial aid.**