

North Park University

Drop/Add Form

Term: Fall ☐ Spring ☐ Summer ☐

Student ID Number

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(Please Print)

Last Name

First Name

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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:				Date of Last Attendance	
	No ☐	Grade				
	Yes ☐				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:				Date of Last Attendance	
	No ☐	Grade				
	Yes ☐				Instructor's Signature/Permission _____ Date _____	

ADD ☐	Dept	Number	Sec	Course Title	Credit	Instructor
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DROP ☐	Did the student attend at least 3 times, including once after the first week? Please check one item:				Date of Last Attendance	
	No ☐	Grade				
	Yes ☐				Instructor's Signature/Permission _____ Date _____	

Student's Signature

Advisor's Signature

If you are a student in the traditional undergraduate program and you are dropping below 12 semester hours or adding above 16 semester hours you must secure the following signatures before a schedule change can be made (whether or not you are receiving financial assistance):

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

Financial Aid Office 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.**