### North Park University

**Drop/Add Form**

**Term:** Fall [ ] Spring [ ] Summer [ ]

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>(Please Print)</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
</tr>
</thead>
</table>

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<tr>
<th>ADD</th>
<th>Dept</th>
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<th>Sec</th>
<th>Course Title</th>
<th>Credit</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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Did the student attend at least 3 times, including once after the first week? **Please check one item:**

- [ ] No
- [ ] Yes

- Grade

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

- [ ] No
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- Grade

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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.

---

<table>
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<tr>
<th>Student Admin. Services Approval (1st Floor, Student Services)</th>
<th>Financial Aid Office Approval (1st Floor, Student Services)</th>
</tr>
</thead>
</table>

---

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):

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Student’s Signature

Advisor’s Signature

---

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