

Student ID Number

--	--	--	--	--	--	--	--

(Please Print)

Last Name

First Name

MI

ADD	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Did the student attend at least 3 times, including once after the first week? Please check one item:				Date of Last Attendance	
DROP	<input type="checkbox"/>	No <input type="checkbox"/>			Instructor's Signature/Permission		Date
		Yes <input type="checkbox"/>					

ADD	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Did the student attend at least 3 times, including once after the first week? Please check one item:				Date of Last Attendance	
DROP	<input type="checkbox"/>	No <input type="checkbox"/>			Instructor's Signature/Permission		Date
		Yes <input type="checkbox"/>					

ADD	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Did the student attend at least 3 times, including once after the first week? Please check one item:				Date of Last Attendance	
DROP	<input type="checkbox"/>	No <input type="checkbox"/>			Instructor's Signature/Permission		Date
		Yes <input type="checkbox"/>					

ADD	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Did the student attend at least 3 times, including once after the first week? Please check one item:				Date of Last Attendance	
DROP	<input type="checkbox"/>	No <input type="checkbox"/>			Instructor's Signature/Permission		Date
		Yes <input type="checkbox"/>					

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.**