

# North Park University

# Drop/Add Form

Term: Fall  Spring  Summer

Student ID Number

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(Please Print)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

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

  

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

  

<b>ADD</b>	<input type="checkbox"/>	Dept	Number	Sec	Course Title	Credit	Instructor	
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		No	<input type="checkbox"/>		Grade	_____ Instructor's Signature/Permission		
		Yes	<input type="checkbox"/>			_____ Date		

  

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		No	<input type="checkbox"/>		Grade	_____ Instructor's Signature/Permission		
		Yes	<input type="checkbox"/>			_____ 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.**