

# Drop and Add Form

(If dropping all classes, do NOT use this form)

**Indicate semester and year of registration:** \_\_\_ Fall \_\_\_ Spring \_\_\_ Sum Year \_\_\_\_\_

**Name:** Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Student ID Number \_\_\_\_\_

**Please Read: Students may drop a class during the first 7 days of the semester.** After the first 7 days, you must withdraw from the class and receive a “W” with no GPA penalty through the end of week 9. During weeks 10 through 14, withdrawal requires either “WP” (withdraw passing, no GPA penalty) or “WF” (withdraw failing, counted “F” for grade calculation). **NO WITHDRAWALS ARE ACCEPTED DURING FINAL EXAMINATION WEEK.**

## DROP

✓	Course Code	Course Number	Section Number	Credit Hours	R/A*	Instructor's Signature and Date
1						
2						
3						
4						
5						

## ADD

✓	Course Code	Course Number	Section Number	Credit Hours	R/A*	Instructor's Signature and Date
1						
2						
3						
4						
5						

\*R = Repeat

\*A = Audit

\_\_\_\_\_  
Advisor's Signature and Date

\_\_\_\_\_  
Student's Signature

For Office Use Only

\_\_\_\_\_  
Processed By                      Date

Total Hours \_\_\_\_\_

**Print this page, complete, and return it to:**

**Records and Registration  
Evangel University  
1111 N. Glenstone  
Springfield, MO 65802**