



**NORTHWEST**  
NAZARENE UNIVERSITY

## Graduate & Undgraduate Professional Studies DROP/ADD FORM

Student Name _____		Date of Drop/Add _____	
ID# _____	Classification _____	Subprogram _____	
Override Pre-Req _____	Override Full Class _____	Include instructor permission by signature or email	

**Refunds:** Tuition and fees will be prorated on a per diem basis, beginning with the first day of classes and continuing for a maximum of 60% of the course. No refunds shall be made after 60% of any course has been completed. The official date of withdrawal is determined by the Registrar.

**Dropping all your classes in a semester:** A "Request for Withdrawal" form needs to be completed. If you have financial aid, please contact the Financial Aid Office to determine the effect on your aid.

### DROP

Dept. & Course Number	Sec	Sub Sess	Course Title	# of Credits	Never Attended (Full Refund)	OR	Last Date of Attendance: Attended at least one class session
						OR	
						OR	
						OR	
						OR	
						OR	
						OR	

### ADD

Dept. & Course Number	Sec	Sub Sess	Course Title	CR
				<b>Total Credits After Drop/Add</b>

Student Signature \_\_\_\_\_

Advisor Signature \_\_\_\_\_