



## WARNER PACIFIC COLLEGE ADP Drop Form

### ALL FIELDS BELOW MUST BE FULLY AND ACCURATELY COMPLETED.

All course drop requests to a student's schedule must be submitted in writing to the Academic Advising Department. Students may do so in one of the following ways:

- Complete form, sign and return to the Front Desk at the Centre 205 location.
- Complete form, sign and fax to (503) 517-1350.
- Download and complete form, save, and attach it to an e-mail sent from a Warner Pacific email account to Academic Advising at [adp advising@warnerpacific.edu](mailto:adp advising@warnerpacific.edu).
  - If it is submitted as an attachment through your Warner Pacific e-mail account, then your email address will count as your signature.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Home Cohort: \_\_\_\_\_

#### The course(s) I wish to drop is:

Course Number (ex. BUS 300A)	Course Name	Cohort (ex., BBA 1-15)	Start Date	End Date

#### Choose one:

I am dropping this course and am not requesting a Leave of Absence. I intend to return to my next course on \_\_\_\_\_.  
(Insert date)

#### I also verify the following:

- I will return to my next course as expected on the above date.
- In order to not have a financial aid return processed, the following must also apply:
  - I will not be out of attendance for more than 45 calendar days from the end of the course that I last attended to the beginning of my next course.
  - If I choose to change my expected return date, I will do so in writing prior to the date above and it will still be within the 45 calendar-day time frame.
- If I have any questions or concerns I will contact my Academic Advisor or Financial Aid Counselor.

This course drop is a planned break in attendance and I am requesting a Leave of Absence. I understand this request must be completed prior to my last night of attendance.

**I have read and understand the educational and financial policies as stated in the ADP Bulletin and agree to pay all charges resulting from this schedule change.**

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