



## 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 the form, sign and return to the Front Desk at the Centre 205 location.
- Complete the form, sign and fax to (503) 517-1551.
- Download and complete the form, save, and attach it to an e-mail sent from a Warner Pacific email account to your Academic Advisor.
  - If submitted as an attachment through your Warner Pacific e-mail account, your email address will count as your signature.

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

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

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

Course Number (ex. BUS 300A)	Course Name	Course Section	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 avoid processing a financial aid return of funds, 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 future, planned break in attendance of more than 28 days and I am requesting a Leave of Absence (LOA) to avoid any impact to my financial aid. I understand this request must be completed prior to my last night of attendance.

Other:

**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:** \_\_\_\_\_