HAWAI'I PACIFIC UNIVERSITY

ADD, DROP, DROP WITH "W" GRADE OR COMPLETE WITHDRAWAL FORM

Directions: Complete section I and the appropriate: II Drop, III Add, or IV withdrawal section(s) and secure necessary signatures.

I — STUDENT INFORMATION: (Complete all information)

Student ID: @ _____

Name: _____
Last/Family   Given/First   Middle

Mailing Address: _____
Number/Street

_____
City/Town   Country/State   Zip/Postal Code

Telephone: _____

Email: _____

Term/Year: _____

College or Major: _____
Check one: ❏ Undergraduate   ❏ Graduate

Please answer the following questions:

Are you a Financial Aid recipient? ❏ Yes   ❏ No
Are you an international student? ❏ Yes   ❏ No
If yes, applicable signature required below:

Are you completely withdrawing
from all coursework?   ❏ Yes   ❏ No
If yes, please complete section IV.

II — DROP: (List courses you are dropping)

CRN Course Ref. No.	Course Alpha and No.	Credit Hours	CRN Course Ref. No.	Course Alpha and No.	Credit Hours
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

III — ADD: (List courses you are adding)

CRN Course Ref. No.	Course Alpha and No.	Credit Hours	CRN Course Ref. No.	Course Alpha and No.	Credit Hours
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Number of credits hours before above change: _____   After this change: _____

IV — Complete withdrawal from all coursework: (Withdrawal reason codes on back of form)

Withdrawal Reason Code: _____   Comments: _____

When was your last date of attendance? _____

V — Dean's Approval: (Required for exceptions to deadlines)

Comments: _____

Dean's Signature: _____   Date: _____

OFFICE USE ONLY:
Drop with "W" Exception:
Issue "W" Grade ❏ Yes ❏ No

My signature below indicates I have read this contract and agree to all its terms. In addition, I have read and accepted the policies and deadlines published by Hawai'i Pacific University.

Student's Signature: _____   Date: _____

Academic Advisor: _____   Date: _____

*Financial Aid/International Office: _____   Date: _____

CHANGE (DROP/ADD) FEE:

❏ Waive   ❏ Approved by: _____

❏ Charge   ❏ Receipt No.: _____

OFFICE USE ONLY:
Staff Name: _____   Date: _____
SWAREGS/SFAREGS by: _____   Date: _____
SPACMNT by: _____   Date: _____

White: Office   Canary: Student

WITHDRAW REASON CODES (For complete withdrawals only)

01 Employment opportunity
02 Change in current work schedule
03 Joined the armed forces
04 Serve with Foreign Aid Service
05 Official church mission
06 Leave of Absence
07 Academic standing

08 Family or medical emergency
09 Relocation or transfer (e.g. military)
10 Transfer to a 4-year or higher institution
11 Transfer to a 2-year or lower institution
12 Transfer to a technical or vocational school
13 Temporary duty
14 Other (indicate on comment line)

Please indicate the appropriate code on the front of this form.