### DROP/ADD FORM

Office of the Registrar, 3800 Victory Parkway, Cincinnati, OH 45207-3131 Phone 513 745-3941 FAX 513 745-2969

**TERM:**
- [ ] Fall
- [ ] Spring
- [ ] Summer

**YEAR:**
- [ ] Undergraduate
- [ ] Graduate
- [ ] CAPS

**NOTE:** Failure to attend class is not sufficient notice to the University of withdrawal in order to qualify for a refund, and may result in a punitive grade of "VF" (failure to officially withdraw).

**DROP/WITHDRAWAL:**

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<th>Required</th>
<th>CRN</th>
<th>Subject Area</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Enter &quot;AU&quot; to Audit</th>
<th>Class Title or Reason for drop</th>
<th>Credit Hours</th>
<th>Days</th>
<th>Time</th>
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**Student's Signature**

**Current Phone Number**

**Date**

**Instructor's Signature (EDME, MATH, MILS, PHYS withdraw)**

**Date**

**Advisor's Signature (undergraduate students only)**

**Date**

**Signature of Student's Dean (when required)**

**Date**

**Dean/Office Use Only - Amount of Refund**

| 100% | 80 | 60 | 40 | 20 | No Refund | Not Applicable |

**Office of the Registrar Authorization:**

White-Registrar, Yellow-Bursar, Pink-Student, Gold-Advisor

**Rev.** 8/27/10