MIDWESTERN UNIVERSITY
DOWNERS GROVE REGISTAR'S OFFICE
COURSE ADD/DROP FORM

♦ STUDENT INFORMATION

College & Program ☐CCOM ☐CCP ☐CHS Program: _____
☐M.S. ☐B.S. ☐Doctoral

Academic Year: ☐08-09 ☐09-10 ☐10-11 ☐11-12 ☐12-13 Class Level: _____

Academic Quarter ☐fall ☐winter ☐spring ☐summer ☐clinicals Student ID #: _____

_____ Date: _____
Last Name (print) First Initial

♦ DROP COURSES

Course Title	Course #	Instructor	Credits	Last Class Date	Transcript Grade		Grade Submitted By
					W	WF	

Reason for course drop: _____
Are you currently in a special program? ☐ Yes ☐ No

♦ ADD COURSES

Course Title	Course #	Instructor	Credits/Hour	Date First Attended

I am requesting these changes and accept the responsibility for the effect they may have on my schedule, educational program and financial aid status.

Student Signature _____ Date: _____

*__Required Signature__:_____ Date:_____

***CCOM – Dean's signature for all Core course changes/Course Instructor signature for all elective changes after first class.**
***CCP – Changes must first be approved by Dean's Office.**
***CHS –Program Director or Dean's signature for all Core and elective course add/drops.**

A drop of a course can be given only during the first two weeks of the course. There is no penalty and no credit. Between the start of the third week and the end of the eighth week of the quarter, if work completed up to the time of withdrawal is satisfactory, the student will receive a Withdrawal (W) grade. Between the start of the third week and the end of the eighth week of the quarter, if work completed up to the time of withdrawal is below a "C" level, the student will receive a Withdrawal/Failing (W/F) grade.

Updated 5/6/2009

This form will be honored on the date it is received in the Registrar's Office unless otherwise noted by Dean, program director or instructor. Adjustments or revisions to your financial aid budge, tuition or fees may be necessary.

OFFICE USE ONLY: Registered credits prior to change _____ Registered credits following change _____
Copies to: Financial Aid A/R Clerk Instructors Student File