

## MIDWESTERN UNIVERSITY COURSE ADD/DROP FORM

### ◆ STUDENT INFORMATION

College & Program \_\_\_\_\_ Academic Year \_\_\_\_\_ Academic Quarter \_\_\_\_\_  
 \_\_\_ AZCOM \_\_\_\_\_ fall  
 \_\_\_ CPG \_\_\_\_\_ winter  
 \_\_\_ CDM \_\_\_\_\_ spring  
 \_\_\_ Optometry \_\_\_\_\_ summer  
 \_\_\_ CHS \_\_\_\_\_ clinicals  
 \_\_\_\_\_ Major \_\_\_\_\_ Class Level  
 \_\_\_\_\_ M.S. \_\_\_\_\_ B.S.

\_\_\_\_\_  
 Last Name (print) \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_ Student I.D. # \_\_\_\_\_ Date \_\_\_\_\_

### ◆ DROP COURSES

Course Title	Course #	Instructor	Credits	Last class date	Transcript Grade	*Grade submitted by
					W WF	
					W WF	
					W WF	
					W WF	
					W WF	
					W WF	
					W WF	
					W WF	
					W WF	
					W WF	

Reason for course drop: \_\_\_\_\_  
 Are you currently in an extended program? \_\_\_Yes \_\_\_No (If Yes – advisor signature is required for core course changes)

### ◆ ADD COURSES

Course Title	Course #	Instructor	Credits	First attendance date

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: \_\_\_\_\_

\*Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*AZCOM – Dean’s signature for all core course drops/Course Director’s signature for all elective add/drops

\*CPG – Dean and Course Director signature for all core and elective course add/drops

\*CHS – Dean and Program Director signature for all core and elective course add/drops

**Drop Policy:** Elective & core courses dropped by the 2<sup>nd</sup> Friday of the quarter will not be reflected on the transcript. Elective & core courses dropped from the 3<sup>rd</sup> week of class through the 8<sup>th</sup> week of class will be recorded as “W” or “WF” (withdrawal passing, withdrawal failing) as submitted by the Dean, Program Director or Course Director/coordinator. Check your college catalog for specific withdrawal policies.

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 budget, tuition or fees may be necessary.