

# Drop Form

**Student Name** (please print): \_\_\_\_\_

Courses dropped during Open Enrollment will not appear on your transcripts. The course title and a "W" will appear on transcripts for classes dropped during the 2<sup>nd</sup> through the 10<sup>th</sup> week of the semester. This will not affect your grade point average. After the 10<sup>th</sup> week of classes you cannot drop a class from your schedule. Dropping a course may affect your tuition/fees and financial aid. If you are unsure of the affect, contact the business office and/or financial aid office.

Course #:	Course Title:	Number of Credits:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Any refund due is based on the refund schedule as printed in the MIAD Student Handbook and is effective the date this form is received in the Registrar's Office.*

Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Student Signature: \_\_\_\_\_

Number of credits before change: \_\_\_\_\_

Number of credits after change: \_\_\_\_\_

Changes were made to this schedule:

Registrar's Office Signature: \_\_\_\_\_

Before or during the open enrollment period  
(Courses will not appear on transcripts)

After open enrollment period: 2<sup>nd</sup> – 10<sup>th</sup> week  
(Courses will appear on transcripts with a "W")

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

There has been a change in student status.

Send copy to: Financial Aid  
Business Office