



Midwest Center for Theological Studies
Office of Registrar
3585 Thruston Dermont Road
Owensboro, KY 42303
270-314-2952

Add/Drop Course

COURSE ADD/DROP FORM

Name:

Date: (mm/dd/yyyy)

E-mail:

ID Number:

Phone Number:

Semester:

Course Title:

Course Number:

Hours:

Add or Drop:

Instructor Approval Signature:

Withdraw Pass or
Withdraw Fail:

This form must be filled out completely, including instructor signature, and turned into the registrar.

Please note that 100% of tuition is refundable only if you drop a course by the first day of class. You may receive a refund of 50% of your tuition, if you drop a course within two weeks of its start date. Beginning fifteen days after the course has started, you will not receive a refund and you will be awarded a withdraw pass or withdraw fail. You must withdraw from a course within four weeks of its start date or you will receive an Incomplete for the course.