



## Schedule Change Form

\*CAGS students, contact your advisor prior to submission

YEAR \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

Name \_\_\_\_\_ ID # \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Are you planning to complete your remaining registered courses for the current term? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you involved in athletics? \_\_\_\_\_ If so, which roster(s)? \_\_\_\_\_

Traditional Undergraduate \_\_\_\_\_ Online Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Seminary \_\_\_\_\_

### DROP/WITHDRAWAL

Course Code & Number	Section	Course Title	Instructor	Credit Hours	Title IV required info (Office Use Only)

### ADD

Course Code & Number	Section	Course Title	Instructor	Credit Hours	Title IV required info (Office Use Only)

Total credit hours **BEFORE** request: \_\_\_\_\_

Total credit hours **AFTER** request: \_\_\_\_\_

BEFORE dropping or adding a course, it is recommended that you visit or contact the following offices to obtain further information regarding potential implications:

- Office of the Bursar | Riggs 204 | ext7700
- Records and Registration | Riggs 104 | ext7203
- Seminary Registration Office | AGTS 107 | ext8826
- Office of Financial Aid | Riggs 202 | ext7300
- Veteran’s Center & Int’l Students | AGTS 127 | ext8841
- College of Adult & Grad Studies | AGTS 109 | ext8269

### GRADES for withdrawn course:

15- wk course: **W** (first 9 weeks only) **Withdraw Passing** or **Withdraw Failing** (weeks 10 through 14 only). Students may not withdraw after week 14.  
 5-wk module course: **W** (first 4 weeks only). Students may not withdraw after the fourth week of class.

### Percent of REFUND for withdrawn course:

Module Course Tuition Refund Policy

- Before first week of class = 100% refund
- Before second week of class = 75% refund
- Before third week of class = 50% refund
- After third week of class = 0% refund

Semester-Long Course Tuition Refund Policy

- First full week of class = 100% refund
- After second week of class = 75% refund
- After third week of class = 50% refund
- After fourth week of class = 25% refund
- After fifth week of class = 0% refund

**By signing below, I acknowledge that by dropping enrollment from any course may change my eligibility status for Title IV Federal Financial Aid. If this change results in aid being returned, I will be responsible for any balance due to the university. Questions on this topic will be directed to the Office of Financial Aid.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor/Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_