

## SCHEDULE CHANGE FORM

*Students: Please contact your advisor prior to submission*

Name: \_\_\_\_\_ Student 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

### COURSE CHANGE INFORMATION

#### DROP/WITHDRAWAL

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

#### ADD

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

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

### SCHEDULE CHANGE INFORMATION

#### GRADES for withdrawn course: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.

7-wk module course: **W** (first 6 weeks only). Students may not withdraw after the sixth week of class.

#### REFUND PERCENTAGES for withdrawn course: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
- Second week of class = 75% refund
- Third week of class = 50% refund
- Fourth week of class = 25% refund
- After fourth week of class = 0% refund

#### **BEFORE DROPPING OR ADDING A COURSE, IT IS RECOMMENDED THAT YOU VISIT OR CONTACT THE FOLLOWING OFFICES REGARDING POTENTIAL IMPLICATIONS:**

- Bursar (Riggs 204) ext. 7700
- Records & Registration (Riggs 304) ext. 7203
- Financial Aid (Riggs 202) ext. 7300

- College of Online Learning Advisors (Riggs 203)
- Veteran's Center & International Students (AGTS 127) ext. 8841

### SIGNATURES

**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: \_\_\_\_\_

Administrative Only: \_\_\_\_\_ Date of Determination: \_\_\_\_\_ Last Date of Participation: \_\_\_\_\_