



CHANGE OF COURSE FORM

Student Name (Please print) _____ Student I.D. No _____ Semester _____ Cohort (if applicable) _____ Today's Date _____/_____/_____

Check all that apply:

- VA BENEFITS STUDENT LOAN FACTS
 VOC. RECAB TUITION REMISSION INTERNATIONAL STUDENT ON 1-20

Grade Policy: Courses dropped without notifying the Academic Affairs Office will receive an automatic "F". Merely ceasing from class attendance does not constitute official withdrawal. Courses dropped in the first eleven weeks of a semester receive a grade of "W" with the submission of this form at the time of withdrawal. Any course dropped after the eleventh week receives an "F".

Refund/Credit Policy: Academic Affairs Office has the following tuition refund/credit policy (fees are not refundable) for courses dropped: before the first class session has met, 100%; during the first week of the course, 90%; second week, 75%; third and fourth weeks, 50%; fifth, sixth, and seventh weeks, 25%; over seven weeks, no refund. Refund will be granted according to the official date of withdrawal. Students who change a course from credit to audit during the semester will not receive a refund for the course. Student body fees, auditing fees, and other special fees are not refundable. Any student who withdraws before completing tuition payments is responsible for the balance due on the tuition for the semester. Refunds for modular and online courses will be prorated accordingly. After the online registration period (see published dates in current registration packet), a change of course fee applies.

Course Withdrawal (anytime *prior to* the last 25% of course)

Course No.	Sec.	Title	S.H.
_____	_____	_____	_____
_____	_____	_____	_____

REASON: _____

Please check one: If I am entitled to a refund, I wish the amount to be credited to my student account.
 If I am entitled to a refund, I wish the amount to be refunded to me.

Signature _____ FACTS Plan to be adjusted

Course Additions (anytime before the second week of normal semester courses; other type of course, see Registrar)

Course No.	Sec.	Title	S.H.
_____	_____	_____	_____
_____	_____	_____	_____

Additional tuition attached FACTS Plan to be adjusted

Change from Credit to Audit or Audit to Credit (anytime *prior to* the last 25% of course)

Course No.	Sec.	Title	S.H.
_____	_____	_____	_____
_____	_____	_____	_____

Additional tuition attached FACTS Plan to be adjusted

Upgrade from First Look to Credit (anytime *prior to* the last 25% of course)

Course No.	Sec.	Title	S.H.
_____	_____	_____	_____

Degree Program: _____ Concentration: _____

Additional tuition attached FACTS Plan to be adjusted

***** **DO NOT WRITE BELOW THIS LINE** *****

Entry on Permanent Record: W No Entry **Amount of Refund:** 100% 90% 75% 50% 25% None

- Copy Student Accounts Copy Financial Aid Notify Professor Enter on database/revise student schedule
 Copy to student Copy to student file

Registrar's Signature _____