



**COVENANT**  
COLLEGE

**Office of Records**

**Schedule Changes with Fee**

**Instructions:**

1. Complete this form and submit it to the Office of Records between 8:00 am and 4:30 pm with the signatures of the course instructor(s) and your advisor.
2. Forms will be processed in 1-2 days, and you can check for accuracy of changes on Banner. **There is a \$15 fee for each schedule change** which will be charged to your Banner account.

Name \_\_\_\_\_ Banner # @ \_\_\_\_\_ Date: \_\_\_\_\_

Campus Box # \_\_\_\_\_ Advisor \_\_\_\_\_

**STUDENT:**

A grade of "W" will be assigned for courses dropped after September 9, 2010.

Last day to make "Pass/Fail" changes or to withdraw from a class with an automatic "W" is November 1, 2010. No Pass/Fail changes allowed after this date.

The last day to drop a course with a "W" or an "F" is November 23, 2010.

Must have junior or senior standing with a GPA of 2.70 or better to qualify for pass/fail courses.

Core curriculum requirements and major/minor/concentration courses may not be taken as Pass/Fail.

There is a **\$15 fee for each schedule change**. This will be charged to your Banner account.

**Course Changes**

Circle one

ADD/ DROP	CRN	Course Subject & Number	Section	Course Title	Credit Hours	Instructor's Initials
Drop (W)						
Pass/Fail	_____	_____	_____	_____	_____	_____
Drop (W)						
Pass/Fail	_____	_____	_____	_____	_____	_____
Drop (W)						
Pass/Fail	_____	_____	_____	_____	_____	_____
Drop (W)						
Pass/Fail	_____	_____	_____	_____	_____	_____

**Total Units Before Changes:** \_\_\_\_\_

→ If you are dropping below 12 hours,  
please speak to Office of Records staff.

**Total Units After Changes:** \_\_\_\_\_

**Total Fees:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For office use only:

Comp \_\_\_\_\_ Fees ( )  
PR \_\_\_\_\_  
ST \_\_\_\_\_  
Prof \_\_\_\_\_  
Adv \_\_\_\_\_