How to Drop a Class During the Fall 2020 Semester

Instructions:

Step 1: **Student** sends an email from his/her Covenant email account to his/her academic advisor and the class’s instructor. The email should mention the class being dropped and the reason(s) why.

Step 2: **Academic advisor** reviews the request. The advisor will reply to the student if further conversation is needed.

Step 3: **Academic advisor** then forwards the request to the Office of Records (records@covenant.edu) once any necessary advising has happened.

Step 4: **Office of Records staff** will review the request. Assuming everything is in order, they will make the change(s) to the student’s registration.

Step 5: **Student** should login to his/her Banner account to confirm that the schedule change has been made as desired.

Things to keep in mind:

- **August 25** is the last day to drop classes with no fee. After August 25 there is a $20 fee for each class change.

- **September 1** is the last day to drop a class and avoid a “W” marker on the student’s academic record. After September 1, any dropped class is recorded on the student’s permanent academic record with a mark of “W”. The “W” indicates that the student attempted the class and withdrew from it. It does not affect the student’s grade point average (gpa).

- **Full-time student status**: Students must be enrolled in 12 credit hours or more to keep full-time student status. Because dropping to part-time status affects things such as financial aid, housing, and athletic eligibility, students who wish to drop below 12 credit hours must include the following offices on the email requesting to drop:
  - **Financial Aid** (financialaid@covenant.edu)
  - **Housing** (studentdevelopment@covenant.edu)
  - **Athletics** (john.hirte@covenant.edu)

  The goal of this extra step is to make sure the student has all information needed to make a wise, well-informed choice.

- **For Fall 2020, emails are being used instead** of the paper Schedule Change Forms. This is an attempt to reduce the amount of face-to-face contact and handling of paper forms.

Office of Records, Carter Hall room 149