How to Drop a Class During the Spring 2021 Semester

For the Spring 2021 semester, emails are being used instead of the usual paper Schedule Change Forms. This is in effort to reduce the amount of person-to-person contact.

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 reviews 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:

- **Schedule for adding and dropping classes:**
  - **Before semester through February 8:** Students can add and drop classes with no fee. After February 8 there is a $20 fee for each change.
  - **February 9-15:** Students can add and drop classes. February 15 is the last day to add a class and also the last day to drop a class and avoid a “W” grade. $20 fee.
  - **February 10-April 5:** Can’t add classes. Students can drop classes. Each dropped class results in a “W” grade being recorded on the student’s academic transcript. $20 fee applies.
  - **April 5-April 26:** Can’t add classes. Students can drop classes. Each dropped class results in either a “W” or “F” letter grade. Grade will be determined by the course instructor. $20 fee applies.
  - **April 27 and beyond:** Can’t add nor drop classes. Students are committed to receiving a grade in all registered classes as of April 27.

- **Full-time student status:** Students must carry 12 credit hours to have full-time status. Students dropping below 12 credit hours must include the following offices on the email requesting to their academic advisor:
  - 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.