Office of Records

Schedule Change Form with Fee(s)

Instructions:
1. Complete this form and submit it to the Office of Records with the signatures of the class instructors and your advisor.
2. Forms will be processed in 1-2 days. You can check for accuracy of your requested changes on Banner. There is a $20 fee for each course or schedule change which will be charged to your Banner account.

Name ___________________________________    Banner # @ ____________________    Date: _________________
Campus Box # ________________________    Advisor __________________________

INFORMATION FOR THE STUDENT:

Tuesday, January 27: Last day to add a course. Last day for a student to drop a class without assignment of a “W.”

March 24: Last day to change to or from pass/fail. Last day to drop a course with an automatic “W.” After this date a “W” or “F” will be determined by the course instructor.

Pass/Fail Option: Students with junior or senior standing and an institutional grade point average of 2.70 or higher may take a maximum of 12 hours toward graduation on a pass/fail basis in general elective courses (non-Core, non-Major, non-Minor). Students must earn a “C-” or better letter grade to qualify for a “Pass.” A “Pass” is assigned a grade of “P” that applies as earned hours toward graduation, but is not included in computing the student’s GPA. A “Fail” is assigned a grade of “F” that carries no earned hours or grade points and is included in computing the GPA. The goal of the pass/fail option is to encourage students to explore some courses they might not otherwise take.

There is a $20 fee for each course or schedule change. This will be charged to your Banner account.

Course Changes

<table>
<thead>
<tr>
<th>Action taken (Circle One)</th>
<th>CRN</th>
<th>Class Subject &amp; Number</th>
<th>Section</th>
<th>Class Title</th>
<th>Credit Hours</th>
<th>Instructor’s Initials</th>
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</thead>
<tbody>
<tr>
<td>Add</td>
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<td>Drop</td>
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<td>Pass/Fail</td>
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</tbody>
</table>

| Add                      |     |                        |         |             |              |                      |
| Drop                     |     |                        |         |             |              |                      |
| Pass/Fail                |     |                        |         |             |              |                      |

Total Credit Hours Before Changes: ______
Total Credit Hours After Changes: ______    Total Fees: ___________

For office use only:
Comp_____  Fees ( )  PR______

Student’s Signature: __________________________    Date: ___________________
Advisor’s Signature: __________________________    Date: _________________