



**COVENANT
COLLEGE**

Office of Records

Schedule Change Form with Fee(s)

“W” or Pass/Fail

Instructions:

1. Complete this form and submit it to the Office of Records between 8:00 am and 4:30 pm. Signatures of the class instructor(s) and your advisor are required.
2. Forms will be processed in 1-2 days. You can check for accuracy of changes on your Banner account. **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:

November 1, 2019: Last day to change to or from Pass/Fail grade more. Last day to drop a course with an automatic “W.” After this date if a student drops a course a “W” or “F” will be assigned by the instructor.

November 26, 2019: Last day to drop a course. Any course dropped between **November 2-26** will be assigned a “W” or “F” grade by the instructor as he/she determines appropriate.

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 non-core courses and courses not required in the student’s major or 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 objective of the pass/fail option is to encourage students to take 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

Action (Circle One)	CRN	Class Subject & Number	Section	Class Title	Credit Hours	Instructor’s Initials
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Drop (W)

Pass/Fail _____

Drop (W)

Pass/Fail _____

Total Semester Credit Hours Before Changes: _____

** If you are dropping below 12 credit hours, speak with Records Office staff and complete a Change Of Enrollment To Less Than Full-Time form*

Total Semester Credit Hours After Changes: _____ *

Total Fees: _____

Student’s Signature: _____ Date: _____

Advisor’s Signature: _____ Date: _____

For office use only:	
Comp _____	Fees ()
PR _____	