EDINBORO UNIVERSITY OF PENNSYLVANIA
CHANGE OF SCHEDULE FORM

STUDENT IDENTIFICATION NUMBER: @	ADVISOR'S SIGNATURE:
NAME:	**CAUTION**: USE OF SIGNATURE OTHER THAN ADVISOR'S OR FORGERY WILL SUBJECT STUDENT TO DISCIPLINARY ACTION.
	CHECK THE APPROPRIATE SESSION: FALL_____ SPRING_____ SUMMER TERM_____
STUDENT'S SIGNATURE:	CHECK THE APPROPRIATE CREDIT: UNDERGRADUATE_____ GRADUATE_____

ACTION **A - ADD** **D - DROP** **W - WITHDRAW**	**CRN**	**SUBJECT/COURSE NUMBER/SECTION/TITLE**

****WARNING: Dropping a class or classes, manually or electronically (S.C.O.T.S) may jeopardize your financial aid status. The advice of a financial aid counselor is recommended.****

PROCESSED BY: _____DATE:_____ White Copy – Office of Records and Registration; Yellow Copy – Student

Revised 11/08

CHANGE OF SCHEDULE FORM

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SUBMITTING THIS FORM

This form is to be used to adjust your class schedule (add, drop, withdraw). This form cannot be used to complete a total withdraw from the University. If you are withdrawing from all your courses for an academic term, you must contact the Career Services Office, 732-2781.

The advisor's signature is required to process this form for constructing a class schedule or for withdrawing from a course if you have not previously scheduled a course for the semester with your alternate PIN. If you have scheduled with your alternate PIN for this semester, you are not required to obtain your advisor's signature. The Office of Records and Registration can process this form during the regular hours of operation during the appropriate adjustment period. Be sure to check the University Calendar for the Last Day to Add, Drop, or Withdraw from a class.

TO ADD A COURSE: There is no fee to add a course. However, an adjustment in tuition may be necessary due to full-time, part-time student status or a credit overload.

TO DROP A COURSE: There is no fee to drop a course. A course that is dropped will not appear on your academic history nor will it affect your grade point average.

TO WITHDRAW FROM A COURSE: A fee of $25.00 will be charged for each course that is withdrawn. (This fee is charged during the withdrawal period of the academic term.) The fee is automatically posted to your University account. If you are withdrawing from all your courses for an academic term, you must contact Student Success Center in McNerney Hall, 732-2781.This form cannot be used to complete a total withdraw from the University.

You will automatically receive a "W" grade (withdrawal) for the course from which you are withdrawing. The "W" grade will have no affect on your quality point average. (However, if you enroll in this course again, it will be counted as a repeat course. Please refer to the University catalogue for information regarding the repeat policy. There are limitations on the number of courses which can be repeated).

FINANCIAL AID SATISFACTORY PROGRESS REQUIREMENTS:

Students receiving Federal student aid and/or a PHEAA Grant are required to meet certain academic standards. For Federal aid (including loans), students must meet the minimum GPA required for academic progress as well as complete 70% of all coursework attempted for undergraduate students and 80% for graduate students. Incompletes and withdrawals are counted as attempts for financial aid purposes. The complete policy may be viewed on the website for the Office for Student Financial Support and Services.

PHEAA Grant recipients are required to complete 24 credits annually, if full-time, and a prorated number of credits if part-time.

It is the student's responsibility to keep their copy of this form after it has been signed and processed by the Office of Records and Registration.

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