



## Change of Schedule Form

**\*\* WARNING:** Dropping or withdrawing from a class or classes, manually or online (via SCOTS) may jeopardize your financial aid status. The advice of a financial aid counselor is recommended\*\*

### STUDENT INFORMATION:

Student ID: @ \_\_\_\_\_ Phone: \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Session: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Term \_\_\_\_\_ Check one: Undergraduate Graduate

ACTION A-Add D-Drop W-Withdraw	CRN	SUBJECT/COURSE NUMBER/SECTION/TITLE

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

To WITHDRAW FROM A COURSE: A fee of \$25 will be charged for each course that is withdrawn (this fee is charged during the withdraw period of the academic term). The fee is automatically posted to your University account. This form cannot be used to complete a total withdraw from the University.

You will automatically receive a "W" grade (withdraw) 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.)

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Return completed form to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.3501, email: records@edinboro.edu