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 with the signatures of the class instructor(s) and your advisor.
2. Forms will be processed in 1-2 days, and you can check for accuracy of changes on Banner. There is a $15 fee for each course or schedule change which will be charged to your Banner account.

Name ______________________________  Banner # @ __________________  Date: ______________

Campus Box # ________________________  Advisor __________________________

STUDENT:

March 22, 2016: Last day to change to or from Pass/Fail, or to drop a course with an automatic “W.” After this date a “W” or “F” will be assigned to a dropped course by the instructor.

April 5, 2016: Last day to drop a course. Any course dropped between March 22 and April 5 will be assigned a “W” or “F.”

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 institutional grade point average. A “Fail” is assigned a grade of “F” that carries no earned hours or grade points and is included in computing the institutional grade point average. The objective of the pass/fail option is to encourage students to take some courses they might not otherwise take.

There is a $15 fee for each course or schedule change. This will be charged to your Banner account.

Course Changes

<table>
<thead>
<tr>
<th>Action (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>
</tr>
</thead>
<tbody>
<tr>
<td>Drop (W)</td>
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<td>Drop (W)</td>
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<td>Drop (W)</td>
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Total Units Before Changes: ______
Total Units After Changes: ______  Total Fees: ________________

Student’s Signature: __________________________  Date: ____________
Advisor’s Signature: __________________________  Date: ____________

If you are dropping below 12 hours, please speak to Office of Records staff and complete a change in enrollment form.

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