

**EDINBORO UNIVERSITY OF PENNSYLVANIA  
CHANGE OF SCHEDULE FORM**

STUDENT IDENTIFICATION NUMBER: @	ADVISOR'S SIGNATURE:
NAME:	<b>CAUTION:</b> 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 _____

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

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ White Copy - SCHEDULING OFFICE; Yellow Copy – STUDENT  
Revised 9/20/07

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SUBMITTING THIS FORM**

**CHANGE OF SCHEDULE 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 Enrollment Services, Hamilton Hall, Student Services Center, 732-5555 (extension 473).

The advisor's signature is required to process this form for constructing a class schedule or for withdrawing from a course. You must obtain the signature prior to submitting the form to the Scheduling Office. After obtaining the advisor's signature, present the form to the Scheduling Office during the regular hours of operation during the appropriate adjustment period.

**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. Be sure to check the University Calendar for the Last Day to Add a class.

**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. Be sure to check the University Calendar for the Last Day to Drop a class.

**TO WITHDRAW FROM A COURSE:** A fee of \$25.00 will be charged for each course that is withdrawn.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 Enrollment Services Hamilton Hall, Student Services Center, 732-5555 (extension 473). 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 the Change of Schedule form after it has been signed and processed by the Scheduling Office.

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