



DONNELLY COLLEGE

Student Schedule Change

Student _____ ID # _____ Date _____ Term _____

Add

Course Code	Section	Instructor	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Drop

Course Code	Section	Instructor	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Withdraw

Course Code	Section	Instructor	Credit Hours	Last Date Attended
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Use this form to add, drop or withdraw from a course.

Check the academic calendar at www.donnelly.edu for specific add and drop deadlines.

Students wishing to be removed from class after the deadline, may withdraw, resulting in a "W" on their transcript.

See academic catalog for more information.

Total semester credits after change: *Withdrawals do not change semester credit hours

Requestor: Student Instructor _____
Requestor Signature

*Faculty requests must be signed by the VP of Academic Affairs

VP of Academic Affairs Signature

Office Use Only (initial/date):

Advisor _____

Financial Aid _____

Business Office _____

- Add/Drops must be turned into Advising
- Withdrawals must be turned into the Registrar's Office

Registrar initial/date _____