



EDISON STATE COLLEGE

Schedule Adjustment Form

STUDENT IDENTIFICATION NUMBER	LAST NAME	FIRST NAME
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PLEASE READ CAREFULLY

- DEFINITIONS: Drop** (A refund is issued and the course is removed from academic history). **Withdrawal** (No money is refunded; a grade of **W** is assigned for the course. **Audit** (No grade or college credit is issued for the course.)
- Registration after the published last day to **add** a class requires the signature of the professor and the Dean.
- Requests for **drops** after the published last day to **drop** must be supported by third party documentation and approved by the Dean.
- Requests for **withdrawals** after the published last day to **withdraw** must be supported by third party documentation and approved by the Dean.
- Requests for changing from Credit to Audit after the published last day to add/drop must be supported by third party documentation and approved by the Dean.**
- REFUND OF FINANCIAL AID IS SUBJECT TO STATE AND FEDERAL GUIDELINES AND IS NOT GUARANTEED**

ADJUSTMENT REQUESTED: (Please circle or check one.)

- ADD** (Registration fees must be paid the day you register).
- DROP** (A refund will be issued and the course(s) will be removed from academic history).
- WITHDRAWAL** (No money is refunded; a grade of **W** will be assigned for the course(s)).
- AUDIT** (Student will not receive a grade for the course or College credit).

COURSE INFORMATION

COURSE NUMBER Ex: ENC1101	COURSE REFERENCE #	CREDIT HOURS	AUDIT HOURS	TERM/SEM	YEAR

Student's Signature	Date
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Professor's Signature (Required for Add.)	Date
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Dean or Designee's Signature (Required for Drop/ Add/Withdrawal/Audit.)	Date
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Financial Aid Director or Designee's Signature (Required for Drop/Add/Withdrawal/Audit.)	Date
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District Registrar or Designee's Signature	Date
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SCHEDULE ADJUSTMENT FORMS SUBMITTED WITHOUT THIRD PARTY DOCUMENTATION WILL BE DENIED

Schedule Adjustment Form

Please carefully read these instructions before completing this Request Form.

1. Students petitioning the College should consider the importance of the request and take great care in organizing the content of the letter of explanation that is to be attached to the petition form. The petition letter should be typed or legibly printed in blue or black ink.
2. Submit documentation that supports the statement(s) in your letter along with this request form. Examples of documentation include: copies of hospital bills; a statement from your doctor indicating dates of treatment and release; a letter from employer indicating the date your work schedule changed and your new schedule. All statements must be on official company letterhead stationary. Please attach all documentation to the petition form.
3. Petitions should be submitted to the Office of the Registrar on the Lee County Campus. Petitions may also be submitted to the Admissions/Registration department on the Charlotte and Collier campuses or the Hendry/Glades centers. Factors considered in reviewing requests include 1) supporting documentation, 2) instructor acknowledgment that the course cannot be completed and; 3) the event must result in an extended absence of not less than nine (9) consecutive class hours. **Events occurring after the midpoint of the semester cannot be considered for a refund.** We can approve a withdrawal without a refund in those instances where the event occurred after the midpoint of the semester.

Since procedures and dates for withdrawal are widely publicized, requests from students claiming that they “did not know” withdrawal procedures and dates will not be considered. Please use a separate request for each semester.

Decisions are made based on the following guidelines:

1. “I” grades are awarded based on a contract between the student and the instructor and cannot be reviewed. The student should contact the instructor on questions concerning change of “I” grades. An “I” grade cannot be changed to a “W.”
2. We may consider a grade change from “F” to “W” only when extenuating circumstances existed and prevented the student from officially withdrawing from the course by the appropriate deadline. We cannot consider grade changes that question the professional judgment by the faculty member of the student’s performance in the course. Any grade change request other than that of a “W” must be made through the academic department.
3. A student may request a refund for the following events occurring before the midpoint of the semester in question.
 - A. Illness/injury to the student or immediate family member;
 - B. Involuntary work schedule change or transfer;
 - C. Death of the student or a member of the student’s immediate family;
 - D. Jury duty or direct involvement by the student in a current legal action;
 - E. A branch of the armed forces has called the student to active military duty;
4. Requests for a grade change to a “W” or a refund must be submitted no later than the end of the following semester.
6. We cannot process a refund without deleting the grade(s) from the transcript. Once the request is approved, we will automatically notify the offices responsible for Financial Aid, Veteran’s Affairs and International Students. **Please note that if you are receiving financial aid, a refund may cause you to fall below the minimum number of credits required for financial aid. You may be required to pay back financial aid monies received.** Please consult the Financial Aid Office if you are requesting a 100% refund and were receiving financial aid during the semester you are petitioning.

SCHEDULE ADJUSTMENT / INSTRUCTOR DOCUMENTATION FORM



Please complete all requested information. Incomplete forms will not be processed.

TO BE COMPLETED BY STUDENT:

PLEASE PRINT: Banner # @ _____

First **Middle** **Last** (name will appear as recorded in our Student Information System)

() - _____
Home Telephone # **Edison E-mail Address**

Instructor's Name **Department**

COURSE TO BE ADDED OR DROPPED: Check appropriate box below and fill in all course information below.
 If a Withdrawal is approved, a "W" will be noted on the transcript. The student remains financially liable for a withdrawal course.

WITHDRAW, **ADD** or **DROP** CRN# _____ Prefix _____ Course Number _____ Section _____ Credit Hours _____

Course Name: _____ Day of Week (circle): **M T W R F** Time: _____ to _____
Start Stop

Course Term: Year _____ Semester (circle): **Fall Spring Summer**

TO BE COMPLETED BY INSTRUCTOR:

The student identified above has submitted a Schedule Adjustment Form requesting permission to enroll in or withdraw from your class after the established registration deadline. **Your cooperation in providing the following information will assist the committee in making their decision.** Please answer the following questions to the best of your knowledge and return this form to the STUDENT. Thank you for your assistance in this matter.

PLEASE CHECK A BOX: LATE ADD or LATE DROP

Late Add or Late Registration **Late Drop** or **Late Withdrawal**

<p>1. Has this student attended your class this term? Yes No If yes, first day of attendance was (mm/dd/year) _____</p> <p>2. Has attendance been on a regular basis? Yes No</p> <p>3. How many assignments has the student missed? _____ Has the student made arrangements with you to make up the assignments? Yes No</p> <p>4. The student has my permission to add this course? Yes No</p>	<p>1. On what day did the student stop attending your class? (mm/dd/year) _____ or Never Attended</p> <p>2. According to your grade records, what is the date of the last graded activity? (mm/dd/year) _____</p> <p>3. On what date was the last recorded grade made available to the student? (mm/dd/year) _____ or Not Available</p> <p>4. At the time he/she stopped attending class, the student was earning a grade of: A B C D F</p>
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It is the student's responsibility to submit **this FORM**, the **SCHEDULE ADJUSTMENT FORM**, **THIRD PARTY DOCUMENTATION** and **A PERSONAL STATEMENT** to the Office of the Registrar.

Instructor's Signature

Date