

TERM & YEAR:

Fall _____

Spring _____

Summer _____

Davidson County Community College

SCHEDULE CHANGE FORM

Add/Drop/Audit

STUDENT INFORMATION		Student ID:	
First Name:		Last Name:	
Date of Birth		Phone Number:	
Email Address:			

COURSE INFORMATION			<i>Check one per course</i>			<i>To be completed by instructor</i>	
Course Prefix <i>(Ex. ENG)</i>	Course Number <i>(Ex. 111)</i>	Section <i>(Ex. WA)</i>	ADD	DROP <small>Provide Reason</small>	AUDIT	Instructor's Signature & Date <i>(Required after classes begin)</i>	First/Last Date of Attendance

REASON for Dropping Classes: _____

DROPPING CLASSES may affect your financial aid eligibility, funding amounts, and satisfactory academic progress (SAP) toward graduation. Students are responsible for reviewing the SAP and Return of Federal FA Policies (available online) BEFORE dropping, withdrawing, or auditing courses! The following signatures are recommended when dropping courses:

FINANCIAL AID Signature: _____ **Date:** _____

ADVISOR Signature: _____ **Date:** _____

- **INSTRUCTOR PERMISSION** (signature or email authorization) is required to add or drop courses after classes begin. Forms without this information cannot be processed.
- **AUDIT:** Students may request to audit a course through the 10% date of the semester, with instructor permission (signature or email authorization). Students may not request an audit after the 10% date of the semester.
- **DROP GRADES:** Students may drop courses without a grade through the 10% date of the semester. Between the 10% date and the 75% date of the semester, a W will be recorded on the student's transcript indicating a withdrawal from the course. *The W grade does not compute in the student's GPA.* Drop forms will not be processed if received after the 75% date.
- The 10% and 75% dates for each semester are published on the DCCC website: www.davidsonccc.edu.
- **REFUND POLICY:** The refund policy is established by state legislation in Title 23 of the North Carolina Administrative Code and is subject to change without prior notice to students. A 100% refund of tuition and fees may be granted if a student officially withdraws before the first day of the semester. A 75% refund of tuition only may be granted if a student officially withdraws before the 10% date of the semester. Refunds cannot be granted when a student officially withdraws after the 10% date of the semester. To officially withdraw, students must complete this form, obtain the appropriate authorization, and submit the form to the Records Office. Official withdrawal is the student's responsibility.

STUDENT Signature: _____ **Date:** _____

Records Office Use

Date Received in Records Office _____ Records Staff Initials _____ Refund Approval: 100% 75% 0%