

Term of Change: Summer 2022 Fall 2022 Winter 2023

Last Name First Name Faculty Advisor

**LEAVING A COURSE**

**IT IS THE STUDENT'S RESPONSIBILITY TO LET THE COURSE INSTRUCTOR(S) AND YOUR FACULTY ADVISOR KNOW THAT YOU ARE LEAVING A COURSE (OR COURSES).**

I am leaving the following course(s):

Course Number Course Name Course Instructor Credit Value

Course Number Course Name Course Instructor Credit Value

Student Name Student Number or Signature Date

**ENTERING A COURSE**

**STUDENTS MUST OBTAIN PERMISSION FROM THEIR FACULTY ADVISOR TO ENTER A COURSE (OR COURSES). IF THE COURSE IS IN PROGRESS, THE STUDENT MUST ALSO OBTAIN PERMISSION FROM THE COURSE INSTRUCTOR.**

I request permission to enter:

Course Number Course Name Course Instructor Credit Value

Date approved by Faculty Advisor Date approved by Course Instructor (required when entering a course that is in progress)

I request permission to enter:

Course Number Course Name Course Instructor Credit Value

Date approved by Faculty Advisor Date approved by Course Instructor (required when entering a course that is in progress)

Student Name Student Number or Signature Date

SEE THE [COURSE WITHDRAWAL AND REFUND SCHEDULE](#) OF THE ACADEMIC CALENDAR 2022-2023 FOR DEADLINES REGARDING COURSE CHANGES AND TUITION REFUND SCHEDULE.

**TO BE COMPLETED BY THE REGISTRAR'S OFFICE**

Date Received by Registrar's Office Date Entered into Database Date Copy Sent to Business Office

Eligible for tuition refund. Not eligible for tuition refund.