

GRADUATE PROGRAM SCHEDULE CHANGE FORM

Please complete ALL sections of the form as completely as possible. Missing information can delay the processing of your request(s).

		PROGRAM *Required*	
Social Security #	Student ID #	Area Code	Home Phone
First Name	MI	Last Name	Area Code Work Phone Ext.

ADD

Term	Class #	Cat #	Sect #	Course Title	Day/Time	Credit or Audit	# of Credits
EXAMPLE Spring 2001	EX: 5265	EX: MGMT 500	EX: A	EXAMPLE Accounting for Managers	EX: SAT (3/31-4/28), 9-4	EX: Credit	EX: 4

Students who withdraw after the first week of class will receive a “W” on both the grade report and the transcript. Simply notifying the instructor or failing to attend does not constitute an authorized withdrawal and will result in a grade of “F”.

Tuition credit for withdrawal will be made only after the proper withdrawal notification has been submitted. Tuition will be refunded according to the date of official notification.

For courses that meet on a condensed basis, tuition credit will be determined in a manner consistent with this schedule. A cash refund requires a written request to Benedictine Central.

DROP

Term	Class #	Cat #	Sect #	Course Title	Day/Time	Credit or Audit	# of Credits
EXAMPLE Spring 2001	EX: 5265	EX: MGMT 500	EX: A	EXAMPLE Accounting for Managers	EX: SAT (3/31-4/28), 9-4	EX: Credit	EX: 4

I ACKNOWLEDGE THAT I AM FINANCIALLY RESPONSIBLE FOR THESE CHARGES AS OUTLINED IN THE CURRENT CATALOG.

DATE: _____ SIGNED: X _____