SHENANDOAH UNIVERSITY

COURSE SCHEDULE ADJUSTMENT FORM

Fall ☐ Spring ☐ Summer I ☐ Summer II ☐ 20☐

Student ID Number

Full-Time Undergraduates Must Maintain 12 Credit Hours.
Full-Time Graduates Must Maintain 9 Credit Hours

NAME: *Last* *First* *MI*

Drop or Withdrawal Course

Department				Course No.			Section						Audit	Credits				
															☐	Drop	☐	WITHDRAWAL
															☐	Drop	☐	WITHDRAWAL
															☐	Drop	☐	WITHDRAWAL
															☐	Drop	☐	WITHDRAWAL

Add Course

INSTRUCTOR/DEAN/DIRECTOR SIGNATURE, DATE

Department				Course No.			Section						Audit	Credits									
															☐	PRE-REQ	☐	CLOSED	☐	CONFLICT	☐	OVERLOAD	
															☐	PRE-REQ	☐	CLOSED	☐	CONFLICT	☐	OVERLOAD	
															☐	PRE-REQ	☐	CLOSED	☐	CONFLICT	☐	OVERLOAD	
															☐	PRE-REQ	☐	CLOSED	☐	CONFLICT	☐	OVERLOAD	

ADVISOR'S SIGNATURE: _____ DATE: _____

STUDENT'S SIGNATURE: _____ DATE: _____

I understand that by signing I agree to pay tuition and fees and further acknowledge that I agree to reimburse Shenandoah University the fees of any collection agency, which may be based on percentage at a maximum of 33-1/3%, 12% APR on such debt and all costs and expenses, including reasonable attorney's fees, Shenandoah University would incur in such collection efforts.

Hornet Central Approval

updated 3.24.20 - NSG