

Form Perforation is One-Half Inch

LSUA SCHEDULE CHANGE SLIP

Must attach "Withdrawn Course List" printed from Self-Service **Note:** Keep your copy of this form as proof until processed.

The Withdrawal ("W") Grade: A "W" will be entered on a student's record for any course from which the student withdraws after the census day and on or before the final date for dropping courses. Each student, however, is limited to one withdrawal per course taken at LSUA. If a student wishes to withdraw from a course that he or she has withdrawn from in a previous semester, the student must request approval from the department of the student's major. A student who stops attending or never attends a class for which he or she is registered will *not* be assigned a "W" unless an official schedule change form is processed, the grade earned at the end of the semester will be the official grade. W grades earned as a result of a resignation are exempt from this policy. Revised December 2013

First Middle Last Name			PowerCampusID# 0000	LSUA Email
Home Department	Term/Year	Current Phone Number	Keyed By and Date	

Please Print *** Write Hard for Carbon Copies *** Blue/Black Ink Only (No Pencils or Decorative Ink Colors)									
Course ID	Section Number	Credit Hours	ADD	AUDIT Same Price	DROP Before Census	W GRADE After Census	Last Date of Attendance	Have You Taken Class Before?	If so, what grade did you receive on official transcript?
Example MATH 1021	001X	3				X	9/29/2013	Yes	W Fall 2012

******STUDENT****:** I understand that withdrawing from class(es) may delay my graduation and will increase the cost of my education. It may also reduce my financial aid or affect future eligibility

Required Signatures	Sign Here	Date	Approval(s) Check one	
Student Signature				
Advisor Signature			Recommend	Denied
Department Chair (If needed) From Student's Major/Advisor			Recommend	Denied

These actions must be keyed into the computer system before they are considered official. Refer to the Academic Calendar to determine if you will receive a 'drop' or a 'W' grade and whether you may receive a refund. Any changes to your account once financial aid has been processed can result in your owing money back to the university. **SELF SERVICES SHOWS:** Your withdrawn course list (Grades Tab, Withdrawn Courses – can be accessed even with Bursar hold) Your current schedule (Classes Tab, Schedule Menu – a course that is withdrawn remains on your schedule but shows a final grade of 'W') Your current account balance (Finances Tab, Balance Menu, Balance Summary Option) Your grades (Grades tab, Grade Report Menu, Semester Option – cannot be accessed if certain holds are present) Your ID Number (My Profile Tab, Account Information Menu)

White Copy : RECORDS

Yellow Copy : DEPARTMENT

Pink Copy : STUDENT