Illinois Eastern Community Colleges

COURSE or PROGRAM CHANGE FORM

Records Initials: _____
Data Processed: _____

This form is to be used to ADD, DROP or WITHDRAW from a course or make a PROGRAM CHANGE.

Return form to Records Office.

SEMESTER (TERM/YR)	STUDENT ID	STUDENT NAME (PLEASE PRINT)

ADDRESS, CITY, ST, ZIP	PRIMARY PHONE

☐YES ☐NO COLLEGE ATHLETE (must be enrolled in 12 hours)

Dropping / Withdrawing from all courses? ☐YES ☐NO ACTION CODE: A=Add / D=Drop / W=Withdraw

ACTION CODE	ATTENDED: Y=Yes/ N=No	REGISTRATION STATUS CODE	CRN	SUBJECT	COURSE	SECTION	CR HRS	GRADE MODE	INSTRUCTOR SIGNATURE

Program Change Information				
Old Program	New Program	Campus	Catalog Term	Department

Drop/Withdraw Reason Code:
Codes listed on back of form.

Select ONLY ONE!

Expected Graduation Date:
(To be completed by Advisor)

I understand withdrawing from any or all courses may affect my student bill and eligibility to receive financial aid assistance, scholarships, and/or tuition assistance and I agree to pay any required tuition, fees, and/or financial aid, in accordance with Withdrawal Policy 500.30, Return of Title IV Funds Policy, and Return of Unearned Tuition Assistance Policy.

STUDENT SIGNATURE RETENTION COORDINATOR SIGNATURE ADVISOR SIGNATURE DATE

DEAN OF INSTRUCTION SIGNATURE (only required for WA - Administrative Withdraw)

3-27-2020

Reason for Drop/Withdraw- Select ONLY ONE!

Place the number of the corresponding reason on the front side of the Course Change Form.

Academic

1A. Dissatisfied with instructor
1B. Fell behind in coursework / academically overwhelmed
1C. Poor Grades / Not prepared for course
1D. Missed too many classes
1E. Computer/ Internet issues
1F. Changed major

2. **Childcare**

Employment

3C. Employment
3D. Military

Financial

4C. Having trouble paying my bill
4D. No longer worth investment

Personal

5A. Medical issue
5B. Family emergency / issue

7. **Transferring**

8. **Transportation**

9. **Other / DID NOT INDICATE**

10. **Moving**

11A. **COVID-19**