



# LAKE ERIE

## COLLEGE

440.375.7010  
registrar@lec.edu

### Schedule Change Form

Student ID# \_\_\_\_\_  Fall  Spring  Summer \_\_\_\_\_  
 Year

Student Name \_\_\_\_\_

Email \_\_\_\_\_

**DROP/WITHDRAWAL:** A course can be dropped from a student's record up through the first week of classes. After the first week of classes, a student can withdraw from a course through the ninth week of the semester. The student must obtain a signature from both the instructor and their advisor in order to withdraw from a course. Additional signatures are not required during the add/drop period.

Course No.	Section	Title	Cr. Hrs.	Days	Time	Instructor Signature
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**ADD:** No courses may be added after the first calendar week of classes.

Course No.	Section	Title	Cr. Hrs.	Days	Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**NOTE:** This form does not constitute formal withdrawal from the College. If you are withdrawing entirely from Lake Erie College, you **MUST** fill out a Withdrawal Form.

*Please refer to the refund policy for any financial impact dropping/withdrawing from coursework may create. Your signature on this form indicates that you understand your potential financial obligation to the College.*

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Advisor Signature and Date

Processed by Registrar's Office \_\_\_\_\_ Date \_\_\_\_\_

01/14/2022