



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