



LAKE ERIE
COLLEGE

Schedule Change Form

391 W. Washington Street Painesville, Ohio 44077

registrar@lec.edu

440-375-7010 440-375-7014 Fax

PLEASE PRINT

Student ID # _____

Semester (SU, FA, SP) _____ Year _____

Student Name (First and Last 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 Code	Section	Title	Cr. Hrs.	Instructor's Signature
Course Code	Section	Title	Cr. Hrs.	Instructor's Signature
Course Code	Section	Title	Cr. Hrs.	Instructor's Signature
Course Code	Section	Title	Cr. Hrs.	Instructor's Signature
Course Code	Section	Title	Cr. Hrs.	Instructor's Signature

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

Course Code	Section	Title	Cr. Hrs.	Days	Time
Course Code	Section	Title	Cr. Hrs.	Days	Time
Course Code	Section	Title	Cr. Hrs.	Days	Time
Course Code	Section	Title	Cr. Hrs.	Days	Time
Course Code	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 _____ Date _____
(an official signature/e-signature is required, a typed font will not be accepted)

Advisor Signature _____ Date _____

Processed by Registrar's Office _____ Date _____