



CHANGE OF COURSE FORM

IMPORTANT INFORMATION

1. You may only use this form during the add/drop period. After the add/drop period, you must petition the Academic Standing Committee to change your course enrollment.
2. Students bear the responsibility for making satisfactory progress towards graduation in order to be eligible for financial aid.
3. **NO COURSE OR SECTION CHANGES ARE EFFECTIVE UNTIL THE OFFICE OF THE REGISTRAR RECEIVES THE COMPLETED FORM.**

DIRECTIONS

1. Refer to the *Knox College Catalog* for procedures and limitations relating to adding and dropping courses.
2. Complete all parts of the form and obtain the required signatures.
3. Return the form to the Office of the Registrar before the end of the add/drop period.

ID number	Name of student (please print)	Date
Term/Year	Student signature	

COURSES TO ADD TO THE CURRENT TERM'S ENROLLMENT

(If adding courses creates an overload, you must complete an Overload Request Form. Obtain the from the Office of the Registrar.)

Department	Course Number	Credits	Instructor Signature

COURSES TO DROP FROM THE CURRENT TERM'S ENROLLMENT

(Dropping means having an enrollment stricken from your record.)

Department	Course Number	Credits

Are you dropping from all of the courses in which you are currently enrolled? Yes No

Faculty advisor signature (Required for all course changes)	Date
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