

### Course Change Form for Students

<b>Name:</b>	
<b>Student ID:</b>	<b>Campus:</b>
<b>Program:</b>	<b>Date:</b>

#### Course Change Details

\*For Drop/Withdrawal – Last day of attendance

\*For Add – Anticipated start date

\*For Add/Drop = Switching courses (Fall/Winter Term - Must be within 14 Calendar days of term start; Spring/Summer Term - Must be within 7 Calendar days of term start.)

☐ I would like to withdraw from my current Program (if dropping course(s) please do so below.)

Add/Drop/Withdrawal	Course	Date (Last day of attendance) *See above	Books/Supplies Received	
		OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		OR <input type="checkbox"/> Did not start	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Approval

\*An Education Plan must accompany this form for Academic Upgrading ONLY

Students – If Books/Supplies **NOT** received or returned, this form must be verified by the program area.

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Program Chair\* or Administrator\*: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Email completed forms to: [records@northernlakescollege.ca](mailto:records@northernlakescollege.ca)

**Student Records Use Only**

SRS Entry Date:

Date Sponsor Notified:

Initials:

Questions regarding this form are to be directed to the identified Form Administrator.

<b>Related Northern Lakes College Documents:</b>	Academic -- Academic Standards – GRADES Regulation Academic – Student Transfers Procedure
<b>Form Owner:</b>	Registrar
<b>Form Administrator:</b>	Administrative Assistant, Registrar
<b>Approved By:</b>	President's Advisory Team
<b>Revision History:</b>	November 6, 2017: Revised September 13, 2022: Update to template, content, and superseding statement October 20, 2022: Update to content November 24, 2022: Update to content May 19, 2023: Update to content August 18, 2023: Update to content

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Revised: August 18, 2023