



College Credit PLUS

Change of Schedule

Student Name _____ Date _____

CLASSES TO BE ADDED _____

Course #	Name of Course	Period (campus)	Credit Hours	Semester (Summer/Fall/Spring)	Check if State Funded	Check if Self-Pay

CLASSES TO BE DROPPED _____

Course #	Name of Course	Period (campus)	Credit Hours	Semester (Summer/Fall/ Spring)

COURSE WITHDRAW _____

Date of last attendance _____

Reason for Withdraw _____

Guidance Counselor Signature _____ Date _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

ADDITIONAL NOTIFICATIONS _____

- Instructor
- IT/Brightspace

CHANGE OF SCHEDULE INSTRUCTIONS

Adding or Dropping a Course

- You may add or drop a class until 5:00 pm on the 6th class day of the semester - 1 week after classes begin.
- Submit this form to the Trailblazer Academy Admissions Office by 5:00 pm on the last day to add or drop a course.
- Dropped courses are removed from your academic record.

Withdrawing From a Course

- You may withdraw from a course until 2 weeks before the first day of final exams.
- Courses from which you withdraw remain on your college transcript.
- During weeks 2-6 of the semester, withdraw courses are assigned a grade of W (withdraw)
- After week 6, the instructor assigns a grade of WP (withdraw pass) or WF (withdraw fail)
- WP does not affect your GPA. WF is counted in your GPA as an F

Withdraw From a Class

The Ohio Department of Education will not cover the cost of any incomplete or failed courses. Courses dropped during the first week of classes are not recorded on transcripts. Withdrawing from a college course after the course has begun may affect completion of high school graduation requirements and should be discussed with your high school guidance counselor and parents/guardians. For Ohio residents utilizing state funding for a course, tuition will be charged to your educating school district. Your local school board dictates how this is handled financially. In many cases, high school transcripts are withheld by the district until the funds spent are paid back by you or your parents/guardian. The amount of financial liability is determined by the date you withdraw from the course.

Please Submit Your Change of Schedule Form to:

Ohio Christian University

Trailblazer Academy Admissions

1476 Lancaster Pike, Circleville, Ohio 43113

Phone: 877-762-8669 or 740-420-5932

Fax: 740-420-5921

Email:

TrailblazerAcademy@OhioChristian.edu

www.ohiochristian.edu/trailblazer-academy

