

Course Change Form



COMMUNITY AND
TECHNICAL COLLEGE

Complete top of form and indicate which section is necessary. Obtain any signatures necessary in each section and finally obtain your advisor signature and return to Enrollment Management.

13650 Apple Harvest Drive
Martinsburg, WV 25403
TEL: 304-260-4380
FAX: 304-260-4376
www.blueridgectc.edu

Full Name: _____

SID: _____

Semester:

Major:

Are you receiving Veteran Benefits? YES NO

Section Change

I have spoken with both instructors and would like to change sections of a course.

	CRN	SUB	CRS NO	SEC	TITLE	CREDITS	INSTRUCTOR SIGNATURE	DATE OF LAST ATTENDANCE
FROM:								
TO:								

Overload Request

I am requesting to register for more than 19 hours during a fall or spring semester and more than 14 credits in a summer semester. I certify that I have an overall GPA of 3.0 or better and have registered for my other classes. Please add me to the courses below.

CRN	SUB	CRS NO	SEC	TITLE	CREDITS

Audit or Pass/Fail

I am requesting to change my class status from the current grading scale to a audit or pass/fail option. I am aware that this change may affect financial aid and graduation status.

CRN	SUB	CRS NO	SEC	TITLE	CREDITS	INSTRUCTOR SIGNATURE

- Audit Course
 Pass/Fail Status

Advisor Signature: _____

Date: _____

I understand that by signing this form, my schedule will be changed. I also understand that it is my responsibility to complete all course work associated with the above changes. I am aware of how these changes may affect my financial aid status or graduation and I have read the complete policy on the reverse of this form.

Student Signature: _____

Date: _____

Signatures must be obtained in order listed. You may get faculty or staff's approval via e-mail. Print the e-mail and attach the approval to this form.

Academic Load

A semester hour consists of one hour of recitation with two preparation hours per week. Twelve semester hours per semester constitute a minimum full-time academic load. The normal load is 16 hours per semester thus making 64 credit hours in four semesters (two years). The normal summer load is six semester hours of credit for each term with 12 semester hours for the summer session.

A student wishing to register for more than 19 during the fall or spring semester or 14 hours during the summer semester, including non-Blue Ridge Community and Technical College courses, must complete the Request to Register For More Than 19/14 Hours form and gain the signature of his or her Academic Advisor and Program Coordinator. The student must currently be carrying a 3.0 or higher overall grade point average and demonstrate evidence that current and previously enrolled courses have been successfully completed. In no case may a student enroll for over 23 hours per semester. Any exceptions to this rule must be appealed to the Blue Ridge Community and Technical College Admissions and Credits Committee with documentation and support from the Academic Advisor and the student who desires this exception.

Auditing Courses (AU grade)

A student may initially register for a course as an auditor. Declaration of a change in a course from credit status to audit status must be processed within the first 15 class days (Monday -Friday) of a fall or spring academic session or within the first three class days (Monday -Friday) of a summer session. Any later change must be appealed to the Blue Ridge Community and Technical College Admissions and Credits Committee. An auditor is expected to comply with the instructor's attendance policy. Regular College fees are charged for persons auditing a course. No credit is awarded for an audited class.

Pass/Fail (P/F grade)

Students may choose to take elective courses on a pass/fail basis instead of the regular grading system, in accordance with the following:

1. Electives shall be defined as courses not directly required for a degree. Thus, required electives within the major field of concentration would be excluded from the pass/fail option. In the event of change in major fields, the course previously taken on a pass/fail option if applicable to the new major field shall be substituted by approved courses. Required general study courses also will be excluded from the pass/fail option. The ultimate responsibility for correct scheduling rests with the student.
2. A passing grade in the pass/fail option will be equivalent to the normal passing range of A through D in the conventional system.
3. All students are eligible for the pass/fail option with the exception of those currently on academic probation.
4. Students will be limited to 24 hours of pass/fail options, with not more than one course to a maximum of four credit hours being taken during one session.
5. A student must make a declaration for the pass/fail option by the tenth class day of the semester. This decision will be final.

Attendance

Students are expected to attend class and to know and understand the specific attendance policies established by each of their instructors. Attendance policy for a given class is established by the instructor or by the program and stated in the course syllabus. Instructors will make reasonable accommodations for occasional, unavoidable absences based on highly legitimate grounds. Instructors will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. To be eligible for such substitute evaluation, students are responsible for discussing any absences with their instructors: such discussions must occur in advance of foreseeable absences and as soon as possible following unpredictable ones. Students are expected to plan their class, work, and personal schedules to avoid potential conflicts.

A student's evaluation in a course is the instructor's responsibility. A grade decision in a course must be made by the instructor prior to the initiation of a grade appeal. A student who believes his or her grade has been adversely affected by an instructor's inappropriate implementation of the attendance policy may pursue a grade appeal at the close of the semester.

Attendance Policy for all ACFN Courses:

Required Attendance in Academic Foundations (ACFN) courses: Students are expected to attend ALL classes. In the absence of student/instructor communication, all nonattendance is assumed to be unexcused. During a regular, 16-week term, any student who accumulates two consecutive weeks of unexcused absence in a state mandated course will, without notification, be administratively withdrawn from that course exactly ONE week later unless the student contacts the instructor and provides documentation deeming the absences excused; during terms of other lengths, five consecutive class hours of unexcused absence will result in an administrative withdrawal exactly TWO DAYS later unless the student contacts the instructor and provides documentation deeming the absences excused. Should such an event transpire, it may have financial aid, insurance, and college enrollment repercussions. This institutional policy should be taken very seriously. Excused absences include the following: 1) death in the immediate family; 2) incapacitating illness or injury (not including any non-emergency doctors' appointments that could be scheduled at other times); 3) field trips required for other classes, intercollegiate competitions, or activities entailing official representation of Blue Ridge CTC; or 4) hazardous, weather-induced driving conditions. In the case of any absence, it is the student's responsibility to confer with the instructor about the absence and missed coursework. With regard to absences outside of the narrowly defined circumstances above, a student may discuss his or her individual circumstances with the instructor; however, the instructor's decision regarding the excused/unexcused nature of the absence will be final.

IRS Statement:

Blue Ridge CTC is an eligible educational institution, and must get your correct identifying number (Social Security Number or Individual Tax Identification Number) to file certain information returns with the IRS and to furnish a qualified tuition and related expenses (Form 1098-T) statement to you. Your signature signifies your understanding and consent that the College will provide your information to the IRS.

Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability.