



# Lancaster Theological Seminary


## ADD or DROP COURSES

If you wish to have a record of this transaction, please print a copy for your files.

Today's Date:	
Student Name:	Program:
Academic Year:	Academic Term:

**ADD COURSES:** Fall and Spring term courses may be added **prior to the second meeting of the course.** [July/August, September, January, May/June Terms and 6-week courses may be added up to the end of the first day of the course.]

Course No.	Course Title



**NOTE:** Making this change may affect your financial aid eligibility. See the *LTS Financial Aid Handbook* for further information

**DROP COURSES:** A course may be dropped at any time prior to the last class session. If a course is dropped prior to the end of the 50% Refund Period, the course will not appear on the student's transcript. If a course is dropped after the end of the 50% Refund Period, the course will appear on a student's transcript as a "WP" or "WF" (withdrawal) and the credits will be considered *attempted credits*. **Dropping below 12 credits in a semester may affect the student's status in the federal Stafford loan program. Dropping below 6 credits in a semester may affect the student's eligibility for both Lancaster Seminary Scholarship and federal Stafford loans. See the student handbook for tuition refund policy for dropped courses.**

Course No.	Course Title

The fee to ADD or DROP classes will be charged to your Seminary account.

Required Signature:

Advisor's signature \_\_\_\_\_

Date \_\_\_\_\_