



SACM CLASS SCHEDULE CHANGE ACKNOWLEDGEMENT

www.International.MissouriState.edu/Services/

Action Requested:

- Add a Course
- Drop a Course
- Change a Course to Audit
- Change a Course to Pass/No Pass

Please initial in the appropriate areas, and sign at the bottom

ADD COURSE:

I acknowledge that if I add an online course or an iCourse that I may be financially responsible for the entire amount of the course tuition and associated fees.

If I choose to add a Blended course I will submit a Blended course approval form with an attached syllabus to insp@missouristate.edu. Depending on the results of the form, I may be held financially responsible for the course, and if I do not turn in a form, I may also be held financially responsible for the course.

DROP COURSE:

I acknowledge that if I choose to drop the requested course I will be financially responsible for the course tuition and associated fees as detailed by the registrar's refund schedule. SACM will not pay for any dropped course. If funds have been paid towards my account, then they may be charged back to my account.

AUDIT:

I acknowledge that SACM considers an audited course as a dropped course, and I may be financially responsible for the course tuition and associated fees as detailed by the registrar's refund schedule. SACM will not pay for any audited course. If funds have been paid towards my account, then they may be charged back to my account.

PASS/NO PASS:

I acknowledge that SACM will not cover the cost of a course under the pass/no pass option if a regular grade is available, and I may be financially responsible for the course tuition and associated fees if I choose this option. SACM will not pay for any audited course. If funds have been paid towards my account, then they may be charged back to my account.

Signature

Date (M/D/Y)

Printed Name

M Number