Maine College of Art
Academic Year 2012-2013
Status Change Form

Student Name: ____________________________________________________________

ID # ___________________________ Date: ___-___-___

- Fall 2012 last day to ADD or DROP a class SEPTEMBER 17, 2012
- Fall 2012 last date to WITHDRAW from a single class “W” OCTOBER 26, 2012

“W” Withdraw from a single course after the Drop Period:
A student who withdraws from a course after the Drop Period but during the Withdrawal Period (the fifth through the eighth weeks of the semester,) will receive an automatic grade of "W." The instructor’s signature is not required to withdraw from a course during the Withdrawal Period. This grade will be reflected on your transcript. After this date the instructor controls the grade.

Course #______-______ Course Title: ________________________________

Student Signature:_________________________________________ Date: ___-___-___

Withdrawing from a class after October 26, 2012
After the eight week of the semester, a student withdrawing from a class will receive a letter grade designation to be determined by the instructor. Exceptions for cause (e.g. illness) may be made by the course instructor on a case-by-case basis. Doctor’s certification may be required. Withdrawals do not affect the student’s grade point average.

Professor Signature_________________________________________ Date ___-___-___

Important! Information on this form is used in determining tuition billing and enrollment status for financial aid reporting. It is the student’s responsibility to be aware of his-her credit load status, refund deadlines and their effect on tuition billing and financial aid awards.

RETURN COMPLETED FORM TO THE OFFICE OF REGISTRATION & ACADEMIC ADVISING

OFFICE USE ONLY
Registrar / Assistant Registrar: _________________________________ Date: ___/___/___
Enter into CMDS Initial _______ Date _______