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

Student Name: ________________________________________________________________

ID # __________________________ Date: ___-___-___

- Spring 2013 last day to ADD or DROP a class                JANUARY 28, 2013
- Spring 2013 last date to WITHDRAW from a single class “W”          MARCH 22, 2013

“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 MARCH 22, 2013
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 ______