

Process for Dropping a course but remaining registered

A drop form must be submitted to the Registrar. The instructor's signature is not required to drop a course.

Process for Withdrawing from the University

To withdraw from the University, a student must notify the Registrar in writing.

Drop or withdrawal forms can be picked up and returned to the Registrar's Office in Gorham, the Enrollment Services Center in Portland, the Business Office at Lewiston-Auburn College, or at any University of Maine System Center in Bath, Saco or Sanford. Forms can also be found at <http://www.usm.maine.edu/reg/adddrop.html>. Completed forms can be faxed to 207-780-5517.

Attendance Period

For purposes of calculating refunds for a regular semester, the attendance period begins on the opening day of scheduled campus classes as indicated in the official academic calendar (e.g. the first day of the Fall Semester). It includes weekends and holidays, and ends on the date the student notifies the Registrar in writing that s/he is withdrawing.

Financial Policies

Dropping a course but remaining registered for other courses

A student who remains registered for some courses is not charged for any course dropped during the first two weeks of a regular semester. After the end of the second week, tuition and fee charges are not adjusted when a student withdraws.

Withdrawing from the University

Student charges are refunded to students who are withdrawing from all classes in accordance with the schedules and provisions set forth below.

<i>Semester/Session 11 weeks or longer (generally Fall and Spring Semesters):</i>	<i>Refund Percentage:</i>
Cancellation prior to the first day of semester/session	100%
Withdrawal/drop prior to end of First Week	100%
Withdrawal/drop prior to end of Second Week	100%
Withdrawal prior to end of Third Week	50%
Withdrawal prior to end of the Fourth Week	50%
Withdrawal prior to the end of the Fifth Week	50%
Withdrawal prior to the end of the Eighth Week	25%
Withdrawal after the Eighth Week	0%
 <i>Sessions that are less than 11 Week (generally Summer and Winter Sessions):</i>	
Cancellation through the first day of classes	100%
Withdrawal after the first day and until 30% of the term has expired	50%
Withdrawal after 30% has expired and until 60% of the term has expired	25%
Withdrawal after 60% of the term has expired	0%

Academic Policy

If a student withdraws from the University or drops a course during the second week of a regular semester no grade is assigned. A grade of "W" is assigned when a course is dropped or a student withdraws by the end of the second week but before the end of the eighth week of the semester. If a student has not officially withdrawn by the end of the eighth week of the semester, one of the regular grades, normally an F, will be assigned. The W notation may be obtained after the eighth week under unusual circumstances if so determined by the instructor and the dean. In courses scheduled for fewer than 14 weeks, the "W" notation will be assigned through the date that coincides the 8/14 of the length of the course.

Financial Questions? E-mail studentbilling@usm.maine.edu ** Academic Questions? E-mail ehague@usm.maine.edu

Specific Summer/Winter Session deadlines for drop/withdrawal can be found at
<http://www.usm.maine.edu/SummerSession/registration/costs.html#>