

## Considering Dropping or Withdrawing From A Class?

Financial Aid  
780-5250

Student Billing  
780-5200

Registrar  
780-5230

Advising  
Services  
780-4040

Veterans  
Services  
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Support for Students  
with Disabilities  
780-4706

Bookstores  
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Athletics  
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Office of International  
Programs  
780-4959

Multicultural  
Student Affairs  
780-4006

University Health &  
Counseling  
780-4211/5211  
780-4050

The Learning Center  
780-4228/5360

Residential Life and  
Education  
780-5240

Office of Early  
Student Success  
780-5470

Although there are many reasons why a student may choose to drop a course, outlined below are some of the many implications for you to consider in your decision **to drop or not to drop.**

**First, some questions to ask yourself:**

**If yes, then turn over and:**

Do you receive financial aid?	Refer to #1
Is the class a pre-requisite or required in your major?	Refer to #2
Have you bought the book or course materials?	Refer to #3
Are you an International Student on a non-immigrant visa ?	Refer to #4
Are you planning to study abroad or on a National Student Exchange?	Refer to #4
Are you a Student Athlete?	Refer to #5
Are you a Veteran?	Refer to #6
Have you purchased the Student Health Insurance?	Refer to #7
Are you a Native American Student?	Refer to #8
Are you trying to drop classes after the first 2 weeks of the semester?	Refer to #9
Are you considering withdrawing from all of your classes?	Refer to #10

### Consider This



**For specific semester drop or withdrawal deadlines go to:**

**[usm.maine.edu/reg](http://usm.maine.edu/reg)**

- **Drop Period** is generally first 2 weeks of the semester. No grade will be recorded on your transcript. A drop form must be completed.
- **Withdrawal Period** is generally after the first 2 weeks and through 60% of the semester. A grade of W will appear on your transcript. A drop form must be completed.
- **Post -Withdrawal Period** is after 60% of the semester. A grade, possibly an F, will be assigned. A course withdrawal form must be completed. Contact your instructor!

**Students must officially notify the Registrar  
of any schedule adjustments!**

## To Drop or Not To Drop?

### #1. Financial Aid

It is **very important** to contact Financial Aid prior to dropping credits or withdrawing from all courses in a semester to discuss how your decision may affect your Financial Aid.

Financial aid may be adjusted if a student drops credits during the semester. Adjustments will be based on the date of the dropped credits and the types of aid received.

Please be aware that dropping credits or withdrawing from all courses during a semester may impact your eligibility for aid in meeting requirements for the Satisfactory Academic Progress Policy. Additional information can be found at:

[www.usm.maine.edu/fin/sap00.htm](http://www.usm.maine.edu/fin/sap00.htm).

FMI contact the Financial Aid Office

### # 2 Progress Towards Academic Goals

Consider the impact on your course sequencing. Is this course only offered one semester a year? Is it a pre-requisite for another class? Will it impact your graduation date?

Have you used all available resources to help you improve or maintain your grade? Start by talking with your professor, seek tutoring or study skills assistance at one of the Learning Centers on campus, and most of all **communicate with your academic advisor**. Your advisor can assist you in developing an academic progression plan.

FMI contact Advising Services

### #3. Textbooks and Course Materials

Refunds can be obtained at any of our 3 locations, as long as the books were purchased at USM bookstores. Returns are accepted until the end of the first week of classes of Fall and Spring semesters. After the first week, if you have dropped a class and have books to return, you may do so as long as you have your **receipt AND the course drop slip**, until the end of the **second week of classes**. Materials bought new must be returned in new condition. Return policy can be found at: [www.usm.maine.edu/books/faq.htm#ReturnsPolicy](http://www.usm.maine.edu/books/faq.htm#ReturnsPolicy)

FMI contact the Bookstore

### #4. International Students on non-Immigrant Visas

Students on F or J visas must maintain a minimum of 12 credits each semester as undergraduates or 9 credits as graduate students. Full-time enrollment each semester, except summer, is a requirement of their student visa status.

#### Study Abroad

Dropping a class may delay your goal of studying abroad or on exchange. Eligibility for study abroad/national student exchange is completion of a minimum of 24 U.S.M. credits and a 2.5 GPA or better.

FMI contact Office of International Programs

### #5. Student Athlete Eligibility

If a student athlete drops a class and falls below 12 credit hours in a semester, they are no longer eligible to practice or compete with the team (unless in their last semester and graduating). In addition students must maintain a 2.0 GPA or better to be eligible to compete.

FMI contact Athletics & Recreation

### #8. Native American Scholarship or Tuition Waiver

A Native American student dropping below 12 credits can result in the decrease of financial aid money and ineligibility for the Scholarship Program

FMI contact Multicultural Student Affairs

### #9. Reducing credits after the first two weeks of the semester.

It is **very important** to understand all charges will remain on accounts for any full semester class dropped after the deadline. A grade of **W (withdrawn)** will appear on your transcript if a course is dropped after the 2 week deadline and before 60% of the semester is completed.

FMI contact the Registrars Office and Student Billing

### #10. Withdrawal from all classes

Students withdrawing from **all** classes that meet the complete semester must officially notify the Registrar of the action within the first two weeks of the semester in order for all charges to be removed from their account. The amount of tuition and fees removed from an account when a student withdraws from all classes after the first two weeks of the semester will be calculated using a percentage as mandated by University Refund Policy. Room and board charges are refunded differently, so please contact Residential Life and Education for more information.

FMI contact Student Billing, Registrar, Residential Life and Education

### #6. Veterans

Veteran students receiving monthly stipends based on their enrollment status (full-time, 3/4 time, 1/2 time, 1/4 time) will have their stipends reduced proportionately when students drop or withdraw from courses.

FMI contact the Coordinator of Veterans Services

### #7. Student Health Insurance

Dropping below 6 credits during the open enrollment period for the insurance plan, **usually the first month of the semester**, will disqualify you from coverage.

Dropping or withdrawing after the enrollment period will not affect coverage and the premium will not be refunded.

FMI contact University Health Services