

THE UNIVERSITY OF MAINE

Please see information on back

COURSE ADD/DROP/SWAP REQUEST

*Do not use this form if the student is withdrawing from the University
Student is responsible for any financial aid implications arising from these adjustments*

Student Name: _____ Last Name _____ First Name _____ Student Date of Birth _____ MS ID: _____ Term: _____

Program (College): _____ Plan (Major): _____ Today's Date: _____

<input type="checkbox"/> Course Add (A) Drop (D) Withdrawal (W) - circle correct code(s) below		Instructor or Unit Administrator Signature <i>(as required by Dean/Director)</i>
Example: A D W Course: PSY 100 Credits: 3 Class Number: (307E) Section: 0001		
A D W	Course: _____ Class Number: _____	Credits: _____ Section: _____ Effective Date: _____
A D W	Course: _____ Class Number: _____	Credits: _____ Section: _____ Effective Date: _____
A D W	Course: _____ Class Number: _____	Credits: _____ Section: _____ Effective Date: _____
<input type="checkbox"/> Course Section Change		
Course: _____ Credits: _____ Effective Date: _____ Change from Section: _____ to Section: _____		
<input type="checkbox"/> Course Swap		
Drop Course: _____ Course Number: _____ Course Section: _____ Add Course: _____ Course Number: _____ Course Section: _____		
<input type="checkbox"/> Credit or Grade Option Change		
Course: _____ Course Number: _____ Course Section: _____ Change Credits from _____ to _____ OR Grading Option from _____ to _____		

Student Signature _____ Date _____ Advisor Signature _____ Date _____ Dean's Office Signature _____ Date _____

FOR OFFICE USE ONLY: A Financial Adjustment is Being Requested

FOR ADMINISTRATIVE OFFICE USE ONLY

Course Drops/Withdrawals may jeopardize financial aid (1-1324), veteran's benefits (1-1316) or athletic eligibility status (1-1047); please consult with these offices.

Please note that if no effective drop or add date is indicated, we will use the date the Dean's Office signed this form.

Backdating will not give any financial adjustments -- the appropriate forms must be forwarded to the Bursar's Office for any financial adjustment requests.

Refund Requests: With the exception of course swaps and section changes, before a refund is requested, the action must be checked with the Office of Financial Aid to determine the impact on the student. If a refund is in the student's best interest, the request is done via Bursar's Office Refund Form. Forward both the refund request form and this form to the Bursar's Office.

Academic Record Implication Notes:

Course Drops: During 1st Third of the semester, course will not appear on the student's transcript

During 2nd Third of the semester, course will receive a grade of "W"

During 3rd Third of the semester, course will receive a grade of "F"

Procedure Notes:

1st & 2nd Thirds of the Semester:

Dean's Offices have permission to do course adds, course drops and grading option changes as long as no refund is involved, and no back dating so that a grade of "w" or "f" does not appear on the student's record.

However, this form must be completed for the following:

- Any Course Drop/Withdrawal where a financial adjustment or student refund appeal forms are being submitted
- Any Course Drop/Withdrawal that needs backdating for academic record reasons
- All Section Changes, Course Swaps & Credit Hours Changes

Note: Any course swaps after the 1st third will be questioned.

During the 3rd third

All course changes must be done via completion of this form.