

Tutor Program Tip: Dropping a Course

Prior to dropping a course...

Discuss course progress with the professor.

Are there ways to improve your course grade and is it possible to do so within the remaining time frame of the semester?

If course grade is due to poor exam results, conduct a post exam review to find out:

- a) Were errors due to misreading the exam questions?
 - b) Were there difficulties understanding and applying the concepts?
 - c) Were there problems with the type of test given?
- Will remaining in this course be helpful even if it needs to be repeated anyway?
 - Does the department offer other academic resources?
 - Is there a lab attached to the course? How are you doing? Is it possible to remain in the lab and drop the lecture so only the lecture will need to be repeated?

Meet with your advisor and ask:

- Is this course offered during Summer Session? If so, is it better to take it then, so it is the only course being taken? Is it financially feasible to be on campus during summer?
- Is this course required for the major? If required, is it central to the whole major of study? If so, is there a minimum grade required to progress to the next sequence?

Consider number of credit hours.

Students taking more than 15 credit hours may become stressed with the rigors of each course. If dropping a course frees up needed time to study for other classes, make sure the extra time is truly used for other classes. Will dropping this class affect the projected graduation date? (Most programs require at least 120 credits to graduate. Check with your department for requirements). **Some courses are not offered every semester.** Is this class? Will it affect other required courses in the future?

Dropping a course can affect financial aid.

Students need to maintain 6 or more credit hours to keep their student loans deferred. Dropping a course could affect a student's current financial aid and academic status. Because each situation varies, students who receive financial aid should contact the Student Financial Aid, located in Wingate Hall, or call: 581-1324. (<http://www.umaine.edu/stuaid>). If you have a scholarship, check with the provider about any special stipulations.

Living on campus may be affected by dropping a course.

Students are advised to talk with a representative of Residential Life or contact the Director of Housing at 581-4580 (<http://umaine.edu/rlp>) to determine their status if they drop a course.

Consider your work schedule:

Are you devoting more hours to work than your academics?

Should you reduce the number of hours you work per week instead of dropping a class?

Are you working on-campus or off-campus?

Depending on travel time, hours worked, and type of work, evaluate your work situation and how it affects study time for your classes.

Are you an International Student?

International Students will need to check with the Office of International Programs (<http://www.umaine.edu/international>) prior to dropping a course. Please contact the Office of International Programs located in Estabrooke Hall and your advisor to learn about immigration laws and how they may affect your status.

To officially drop a course:

Contact the associate dean or director of your department or college to get an official course withdrawal form and the required signatures. Check with your academic departments for their procedure. Visit the Office of Student Records in Wingate Hall or call 581-1349. Know the university deadlines to avoid academic penalty.

TIMELINE:

First ten days of the semester: A student may change the grading option for courses between the Grade option and the Pass/Fail option. After 10 days, students may no longer change their grade option to pass/fail.

First third of the semester: A student may drop courses without academic penalty. All dropped courses (within the first third of the semester) are deleted from the student's academic record.

Second third of the semester: A student may withdraw from a course if the student's advisor and the Dean of their college approve. Courses dropped will show on the student's academic record with a grade of "W." The grade will not be computed into the semester average as a failing grade.

Final third of the semester:

Any courses dropped will normally carry a grade of "WF," unless extenuating circumstances prevail. This grade will show on the student's academic record and will be computed into the semester average as a failing grade.

Bottom line:

It is costly to pay for courses and drop them, but sometimes students do need to drop a course to reduce stress. Please see your academic advisor if you have further questions.