COURSE WITHDRAWAL

Students may withdraw from classes using the Drop form and receive a W grade if the form is processed between the beginning of the third week of classes and the end of the day that coincides with sixty percent of the length of the course, measured in days. The date the Registrar receives written notification of withdrawal is used when calculating any refunds. Beyond the sixty percent limit, a Course Withdrawal Form must be used to withdraw from any class. The Course Withdrawal Form must be signed by the instructor, who has the prerogative to assign the student an F or a W as a course grade. The W option should only be used when the student has extenuating circumstances, which should be noted on the form. The W grade must be approved in writing by the Dean or Director of the school, college or program in which the course is taught. A student receives no tuition refund for a withdrawal processed after the sixty percent limit. Please visit www.usm.maine.edu/reg for the CW Form.