COURSE WITHDRAWAL FORM

SECTION 1 (may be completed by Instructor or Student)

TODAY’S DATE:____________________

STUDENT’S NAME: __________________________________________________________

MAINE STREET ID#: ____________________ DATE OF BIRTH:____________________

(7 digits)

SEMESTER OF COURSE:

SPRING 20 _____ SUMMER 20 _____ FALL 20 _____ WINTER 20 _______

COURSE REFERENCE# ____________ Dept ____________ Number ____________

ie:(12345) MAT 120d

TITLE: ______________________________________________________________________

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SECTION 2 (to be completed by Instructor of Record)

Instructor’s Name (PRINT):____________________________________________________

Instructor’s Mainestreet ID#: _________________________________________________

INSTRUCTOR’S NOTE: When a student withdraws after the first eight weeks of a semester, the student will receive a grade designation to be determined by the instructor. One of the regular grades, normally F, will be assigned during this period. Extended Incompletes are not valid grades. The grade of W is to be assigned only under unusual circumstances as determined by the Instructor and the Dean. If the W is designated, the signature of the Dean of the School is required.

ENTER FINAL GRADE: ______________

Signature of Instructor: _____________________________________________________

Signature of Dean (if required): ______________________________________________

Return completed form to: Registration & Scheduling Services, USM, 37 College Ave., Gorham, ME 04038 or Fax: 207-780-5517.

Registration & Scheduling Services 12/2015