



Graduate and Continuing Education
 Massachusetts College of Art
 621 Huntington Ave.
 Boston, MA 02115
 617.879.7200

Add/Drop a Course

Please deliver this form to the PCE office. When the change is processed a new course schedule will be printed and given/sent to you. If you do not receive revised and accurate course schedule, please contact the PCE office.

Date: _____

Examples

dept.	course	section
CSC	3XX4	C1
DE	309	G1

Name: _____

Phone #: _____

Student ID: _____ Write in Your Program: _____

Dropped Courses

dept. code	course code	section code	course title	instructor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reason for Withdrawal: Medical/Family Emergency Other Specify: _____

Added Courses

dept. code	course code	section code	course title	instructor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

For office use only

Received Date: _____

Full Refund Withdrawal

Authorized by: _____

Notes:

Processed by: _____

Processed date: _____

REFUND POLICY

3+ credit courses:

- 100% of the course fee refunded when dropped before 2nd class meeting.

Independent Studies:

100% of the course fee refunded when dropped before first date indicated on Independent Study Form

Yes, I have read and agree to Refund Policy

I am requesting an exception to the Refund Policy (attach relevant documents)

Less than 3 credits:

- For 100% refund, withdrawals must be received by the Continuing Education Office one full week prior to the first meeting.

Student's Signature _____

sign above

Last Name:

First Name:

ID#:

Sem: