

**Division of Continuing Studies
Maryland Institute College of Art**

Add/Drop/Withdrawal Policy & Refund Schedule

Add/Drop Period Ends:

Credit Courses Before 3rd class meeting
Non-Credit Courses Before 1st class meeting

100% Refund Granted:

Credit Courses Before 1st class meeting
Non-Credit Courses Before 1st class meeting

80% Refund Granted:

Credit Courses Before 3rd class meeting
Non-Credit Courses N/A

Drop & Refund Policy

Credit classes:

Students may drop or change from credit to audit status prior to the third (3rd) meeting of a credit course.

Students must complete a Drop Form or write to the Division of Continuing Studies requesting that they be dropped from a class or have their status changed from credit to audit. Students must include the following information: • Full name • Student ID# • Course information about the course(s) being added, dropped, or having their status changed • Course code (including section), course title and course instructor • Date of request.

A 100% refund is granted if: • The Division of Continuing Studies cancels the course. • The Division of Continuing Studies receives written notification of a student's desire to drop a class prior to the first (1st) meeting of a credit course.

A 80% refund is granted if: The Division of Continuing Studies receives written notification of a student's desire to drop a credit course prior to the third (3rd) class meeting.

Refunds will either be credited to the student's credit card, or a check will be mailed to the student's address. Check requests may take approximately four weeks.

Non-Credit classes:

Students may drop a class prior to the first (1st) meeting of a non-credit course

Students must complete a Drop Form or write to the Division of Continuing Studies requesting that they be dropped from a class. Students must include the following information: • Full name • Student ID# • Course information about the course(s) being added, dropped, or having their status changed • Course code (including section), course title and course instructor • Date of request

A 100% refund is granted if: • The Division of Continuing Studies cancels the course. • The Division of Continuing Studies receives written notification of a student's desire to drop a class prior to the first (1st) meeting. _ No refund is granted if a student drops a non-credit course after it has started.

Refunds will either be credited to the student's credit card, or a check will be mailed to the student's address. Check requests may take approximately four weeks.

Add Policy

Students may add a class at any time prior to the third (3rd) class meeting.

Students who wish to add a class after it has started must obtain permission from the instructor and notify Continuing Studies that the instructor has approved the addition.

Students are expected to pay full tuition for an added credit or non-credit course.

Add/Transfer Policy

Students are permitted to transfer from one credit class to another prior to the third class meeting.

Students who wish to transfer must obtain permission from the instructor and notify Continuing Studies that the instructor has approved the transfer.

If the tuition is greater than that of the former class, the student will be expected to pay the difference for transferred classes. If the tuition is less than that of the former class the student will be refunded the difference. Refunds will either be credited to the student's credit card, or a check will be mailed to the student's address. Check requests may take approximately four weeks.

Non-Credit Courses

Many one-day and multi-session workshops are offered as non-credit classes. Students are required to fulfill all class assignments, but no grades are assigned and no transcript is kept. The Division of Continuing Studies will provide a letter of completion for non-credit classes if a written request is made to the office prior to the conclusion of the class.

Prerequisites

Students with little or no formal training in art should plan to take the introductory courses before enrolling in higher-level courses. Specific prerequisites for individual courses and programs are listed in the course description. Equivalent experience is accepted as meeting these prerequisite requirements. Students with questions about their preparedness for any course or program should call the Division of Continuing Studies at 410-225-2219.

Withdrawal Schedule

Total Class Sessions Withdrawal Period Ends

6 and under Before 3rd class meeting
7 Before 4th class meeting;
8-10 Before 5th class meeting;
Less than 10 Before 6th class meeting.

Withdrawal Policy

Students may withdraw from a class, for any reason, after the Add/Drop period based on the total number of class sessions (see Withdrawal Schedule).

After the withdrawal period for a class ends, withdrawal will be granted only for documented medical reasons or other extenuating circumstances at the discretion of the Dean of Continuing Studies.

When a student withdraws a “W” will be placed on his/her transcript. A “W” does not count towards a student's grade point average (GPA) and no credit will be given. A “W” will appear on the student's transcript. Any student who withdraws after the prescribed withdrawal period will receive a grade of Failure (“F”) for the class.

No tuition will be refunded for students wishing to withdraw from a class. (See Drop & Refund Policy).

Students must provide written notification to the Division of Continuing Studies of their intent to withdraw from a class. Students must include the following information: • Full name • Student ID# • Date of Request • Course code (including section) • Course title • Course instructor

Audit Policy

A student may enroll in a credit class on an audit basis (zero credit). Auditors are expected to fulfill the same class attendance requirements and in-class assignments as regular students but are exempt from evaluation reporting.

A notation “AUD” will appear on the student's transcript.

Tuition may be discounted. Please consult your course catalog for pricing.

Clearly note your audit requests on the form at the time of registration.

Requests to switch from credit to audit or from audit to credit must be submitted by the Add/Drop deadline.

Please note: Tuition will be adjusted to reflect your credit or audit status.