

Extended or Reduced Credit Form Records Office

If a student is unable to register for the exact number of credits required to complete graduation requirements, they may petition for adjusted credit in one or more courses. A maximum of two studios and two liberal arts courses may be adjusted. The adjustments in course workload must be approved in writing by the instructor.

MCAD Student ID

Today's Date

Last Name

First Name

1. Course to be adjusted:

Course Number

Course Title

Original Number
of Credits

Adjusted Credit
Total

Department

2. Description of additional or reduced work for course:

Student Signature

Today's Date

Faculty Signature

Today's Date

Registrar Signature

Today's Date

Return this form to the Records Office at records@mcad.edu or Morrison M103.