

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. **This form must be submitted by the end of the Add/Drop period of the semester in which the extended or reduced course is taking place.**

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.