



### Course Add/Drop Policies

A student's transcript should be an accurate representation of the student's actual academic performance. MSU may, in its discretion, make an exception to this general policy in the event of an extraordinary circumstance beyond the control of the student, such as illness, injury, or death in the family.

The table below summarizes MSU's add/drop deadlines and how to add or drop a class depending on the timing of the request.

Action	How To
Add class prior to 5 <sup>th</sup> class day	Add online without a signature
Add class between 5 <sup>th</sup> -10 <sup>th</sup> class day	Use paper add form with signature of instructor and advisor*
Add class after 10 <sup>th</sup> class day	Use paper form with signature of instructor, advisor* and Associate Dean (in Jabs 302)
Drop without a grade or W prior to 10 <sup>th</sup> day of class	Drop online without a signature
Drop without a grade or W between 10 <sup>th</sup> -15 <sup>th</sup> class day	Use paper drop form with signature of instructor and advisor*
Drop with a W between 15 <sup>th</sup> -45 <sup>th</sup> class day	Use paper drop form with signature of instructor and advisor*
Drop with a W after 45 <sup>th</sup> class day but before end of semester	Complete paper drop form with signature of instructor and advisor.* Also complete JJCBE form available from Associate Dean in Jabs 302. Requires demonstration that the student was prevented from dropping the course before the 45 <sup>th</sup> class day due to extraordinary circumstances beyond the student's control, such as illness, injury, or death in the family.
Drop without a grade or W between 15 <sup>th</sup> -45 <sup>th</sup> class day	Complete paper drop form with signature of instructor and advisor.* Also complete JJCBE form available from Associate Dean in Jabs 302. Requires demonstration that the student was prevented from dropping the course before the 15 <sup>th</sup> class day due to extraordinary circumstances beyond the student's control.
Drop without a grade or W after 45 <sup>th</sup> class day	Petition MSU's Graduation and Admission Requirements Committee (GARC). See process at <a href="http://www.montana.edu/registrar/CERCandGARC.html">http://www.montana.edu/registrar/CERCandGARC.html</a>
Drop with or without a grade or W after the end of the semester	Petition MSU's Graduation and Admission Requirements Committee (GARC). See process at <a href="http://www.montana.edu/registrar/CERCandGARC.html">http://www.montana.edu/registrar/CERCandGARC.html</a>

\*The Office of Student Services in Jabs Hall 124 can sign for an advisor if the advisor is unavailable.

#### General Guidelines:

- The Associate Dean will not sign an add/drop form unless the instructor has signed the form. The only exception is when the instructor is unavailable to the student and the Associate Dean is able to reach the instructor via phone or email for approval of the request.
- Requests for drops with a W submitted to the Associate Dean within 2 working days after the deadline will generally be approved by the Associate Dean if the student obtained the instructor's signature *prior* to the deadline or if the student demonstrates a good faith attempt to obtain the instructor's signature prior to the deadline (not an attempt at 4:00 pm on the day of the deadline).
- Requests for a drop with a W after the 45<sup>th</sup> class day, and requests for a drop without a grade or W after the 15<sup>th</sup> class day, are rarely granted, and only when the student can demonstrate extraordinary circumstances beyond the student's control that prevented the student from dropping the course by the deadline. Forgetting to drop the course, or waiting to drop the course until after receipt of a grade on a test, is not an extraordinary circumstance justifying a retroactive withdrawal or drop.
- A student wishing to drop all of his/her classes should seek a University Withdrawal through the Allen Yarnell Center for Student Success. Please call (406) 994-7627 or go to <http://www.montana.edu/deanofstudents/withdraw.html> for more information.