



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 th class day	Add online via CatCourse
Add class between 5 th -10 th class day	Contact Instructor for add through MyInfo
Add class after 10 th class day	Use DocuSign form with signature of instructor, advisor* and Assistant Dean (Brenda Truman)
Drop without a grade or W prior to 10 th day of class	Drop online via CatCourse
Drop without a grade or W between 10 th -15 th class day	Contact Office of Student Services for drop through MyInfo
Drop with a W between 15 th -45 th class day	Contact Office of Student Services for withdrawal (W) through MyInfo
Drop with a W after 45 th class day but before end of semester	Complete DocuSign form with signature of instructor, advisor*, and Assistant Dean (Brenda Truman). Requires demonstration that the student was prevented from dropping the course before the 45 th class day due to extenuating circumstances beyond the student’s control, such as illness, injury, or death in the family.
Drop without a grade or W after 15 th class day and before the end of the semester	Complete DocuSign form with signature of instructor, advisor*, and Assistant Dean (Brenda Truman). Requires demonstration that the student was prevented from dropping the course before the 15 th class day due to extenuating circumstances beyond the student’s control, such as illness, injury, or death in the family.
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 http://www.montana.edu/registrar/CERCandGARC.html

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

General Guidelines:

- The Assistant Dean will not sign an add/drop form unless the instructor has signed the form or has provided written consent of the drop via email documentation.
- Requests for a drop with a W after the 45th class day, and requests for a drop without a grade or W after the 15th class day, are only granted with extenuating circumstances that prevented the student from dropping the course by the deadline. Examples of such circumstances can be found on the Registrar's website: <https://www.montana.edu/registrar/adddropcourse.html>. 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 Dean of Students Office. Please call (406) 994-2826 or go to <https://www.montana.edu/deanofstudents/retro.html> for more information.