

RETURN TO REGISTRAR'S OFFICE BY THE LAST INSTRUCTIONAL DAY BEFORE FINALS WEEK
 Read the policies & procedures on the reverse side. Courses dropped may result in additional fees
 (**DO NOT** use this form to drop your only remaining class. See the Office of the Registrar in 201 Lommasson.)

(Circle one) Autumn Spring Semester 20____

Student ID#

7 | 9 | 0 | | | | | |

X

Last Name
First Name
Middle

X

Academic Advisor Signature (REQUIRED)
 Recommended Not Recommended

X

Student Signature

My signature above indicates I have read and understand the policies on the reverse side.

Phone

X

X

Veterans: VETS Office Signature
 (1000 E. Beckwith Ave)

International Students: ISS Advisor Signature
 (Lommasson 219)

NCAA Athletes: Athletic Advisor Signature

	Course Request Number (CRN)	Subject	Course Number	Section Number	Credits	Grade Option (After 45 th day)	Instructor Recommendation
<i>Example</i>	12345	ANTY	101H	08	3		
Drop						<input type="checkbox"/> WP <input type="checkbox"/> WF	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended

Instructor Comments REQUIRED for DROPS _____

Did the student begin attending the course? Yes No **Instructor Signature** _____ **DATE** _____

DEAN SIGNATURE REQUIRED AFTER 45th INSTRUCTIONAL DAY

DEAN SIGNATURE (of student's major) _____ **DATE** _____

APPROVED DENIED

- | | |
|--|--|
| <input type="checkbox"/> An accident/illness prevented me from meeting course requirements.
<input type="checkbox"/> I received no evaluation of my performance before a drop deadline.
<input type="checkbox"/> _____ | <input type="checkbox"/> A family/personal emergency prevented me from meeting course requirements
<input type="checkbox"/> Employment schedule changed, preventing me from meeting course requirements.
White Copy - Registrar's Office Yellow Copy - Student's Copy |
|--|--|

POLICIES AND PROCEDURES FOR THE COURSE DROP FORM:

Retain this form for your records! It is your proof of registration. All course information can be found in the class schedule on CyberBear. All course and personal information, including your signature, must be filled in before this form can be processed. Be sure that you have signed and checked the front page. The Office of the Registrar's primary contact for students is UMConnect email which should be checked often. Deadlines vary for Summer and special session courses. Check www.umt.edu/registrar for appropriate dates.

Instructors, advisors, and Deans are not obligated to approve any drop. Permission to drop a course is granted at their discretion and in compliance with academic policies and procedures.

DROP (Between the 16th and 45th days of the semester) – Students may drop a course with this form during this period with their instructor's and academic advisor's signed permission. Post-baccalaureate and graduate students do not require an advisor's signature. A "W" will appear on the student's transcript. A \$10 processing fee is charged to the student's account. There is no refund of tuition or fees. Students are warned that dropping courses can affect financial aid and/or VA benefits.

DROP (After the 45th day through the last instructional day of the semester) – Students may drop a course with this form during this period with their instructor's, academic advisor's, and Dean's signed permission. The Dean of the student's major should sign, regardless of which course is dropped. Post-baccalaureate and graduate students do not require an advisor's signature. A "WP" or "WF" will appear on the student's transcript. A \$10 processing fee is charged to the student's account. There is no refund of tuition or fees. Students are warned that dropping courses can affect financial aid and/or VA benefits.

International Students, NCAA Athletes, and students using VA Benefits should also collect the signed permission from their respective department.

DROP ALL CLASSES – Students who wish to withdraw from all classes can obtain a Semester Withdrawal Form online or at the Office of the Registrar in 201 Lommasson.

W, WP, and WF – A "W" indicates withdrawal. A "WP" indicates withdrawal while passing. A "WF" indicates withdrawal while failing. A grade of W, WP or WF will not affect a student's GPA.

CAUTION!! – Dropping classes can affect a student's financial aid and/or VA Benefits. Students using this type of financial assistance should contact the appropriate department to determine their best course of action.

By signing this form you agree to these terms. If you have questions regarding these terms, please contact the Office of the Registrar in 201 Lommasson, by email registration@umontana.edu, or call (406) 243-5600.