

COURSE DROP FORM

REGISTRATION CENTER – GRIZ CENTRAL
DROPS MUST BE COMPLETED BY THE LAST CLASS DAY BEFORE FINALS WEEK
 (DO NOT use this form to drop your only remaining class. See the Registration Center in Griz Central)

(Circle one) Autumn Spring Semester 20__

Student ID #

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Last Name

First Name

Middle Name

Student Signature

Phone

I have read and understand the information on the reverse side.

Advisor Signature (REQUIRED)

Recommended Not Recommended

Veterans: VA Coordinator Signature
 (1000 E. Beckwith Ave.)

International Students : FSSS Director Signature
 (Lommasson 219)

Read the policies and procedures on the reverse side of this form.

	Course Request Number	Subject	Course Number	Section Number	Credits	Grade Option (After 45 th day)	Instructor Recommendation
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

- An accident/illness prevented me from meeting course requirements.
- I received no evaluation of my performance before a drop deadline.
- _____

- A family/personal emergency prevented me from meeting course requirements
- Employment schedule changed, preventing me from meeting course requirements.

POLICIES AND PROCEDURES FOR THE 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 personal and course information must be filled in before this form can be processed. Be sure that you have signed and checked the front page. Please refer below for any information regarding the functions of this form. The Registration Center's primary contact for inquiries is UMConnect. Students should check their account often. **DEADLINES** can vary for Summer and Winter classes. Check CyberBear for the appropriate dates.

DROP (Between the 16th and 45th days of the semester) – Students who wish to drop a course during this time must get their advisor's and instructor's signatures. A "W" will appear on the student's transcript. There is no refund of tuition or fees. There is a \$10 processing fee. Students are warned that dropping courses can affect future Financial Aid.

DROP (After the 45th day of the semester) – Students who wish to drop a course during this time must get their advisor's, instructor's and dean's signatures. A "WP" or "WF" will appear on the student's transcript. There is no refund of tuition or fees. There is a \$10 processing fee. Students are warned that dropping courses can affect future Financial Aid.

DROPPING ALL CLASSES – Students who wish to withdraw from all their classes can obtain a Semester Withdrawal Form from the Registration Center in Griz Central.

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 from classes can affect a student's Financial Aid and/or Veteran Benefits. Students with such assistance should contact the appropriate departments to determine their best course of action.

INTERNATIONAL STUDENTS – Students who need to make changes to his/her registration are required to get a signature from the FSSS Director.

By signing this form you are agreeing to these terms. If you have questions regarding this form please go to the Registration Center at Griz Central in the Emma B Lommasson Center, email registration@umontana.edu, or call 406-243-6077.