

Instructions for Retroactive Course Change request:

- This form is only to be used to resolve course registration problems caused by University error or a hardship that prevented you from making the requested change during the semester.
- You must submit documentation of the error or hardship.
- You must submit statements of support from your instructor and advisor. Drop requests also require Dean approval.
- In the student comment portion, be sure to be clear with what you are requesting and why the change should be made. The more thorough the explanation the better.
- Forms that are incomplete or have inadequate information will be returned to the student.
- This form is intended to be used in a single instance for extenuating circumstances. Multiple or frequent submissions may not be approved.
- Please allow 1-2 weeks for processing. You will receive a response via your student email.
- Adding courses or increasing credits may result in an increase in tuition and University fees. In addition, a \$10 processing fee is charged for each approved retroactive course add or drop. By submitting this form you agree to pay any balance owed.



Retroactive Course Change

Office of the Registrar
Lommasson 201
Missoula, MT 59812
Phone: (406) 243-5600
Fax: (406) 243-4087
registration@umontana.edu

Student Last Name

Student First Name

Student ID

Semester of Requested Change: Spring Summer Fall Year

CRN Subject Course Credits Grade Mode

Student Request

Instructor Support/Approval

Adviser Support/Approval

Dean Approval (for Drops only)
