SUBJECT: Academic Affairs
POLICY: 211.1 Course Addition, Drop/Withdrawal
RELATED PROCEDURE: 211.1.1 Course Additions, Drops, Withdrawals
EFFECTIVE: April 2013   **REVISED**:   May 2024   **REVIEWED**:

Introduction and Purpose
Great Falls College MSU recognizes students may need to adjust their schedules for a variety of reasons and, therefore, have the ability to add, drop and withdraw from courses up to certain times in an academic term.

Policy
Course Addition
Students may add courses that are not full and that have no restrictions on Banner Web/My Info up to the end of the 2nd day of all semesters. To add a course that is full or has restrictions (prerequisite, etc.), students must use the Override Authorization Form. The form must be approved and signed by the appropriate college personnel.

To add classes after the 2nd day of each semester, students must follow the appropriate procedure.

Course Drop/Withdrawal
Students may drop one or more courses on Banner Web/My Info with no grade up to the end of the 15th day of fall and spring semesters. This deadline is pro-rated for the summer term(s). Tuition and fees are adjusted accordingly. See the Institutional Tuition and Fees policy for further information.

Although no refund will be given for withdrawals after the 15th day of fall and spring semesters (this deadline is pro-rated for the summer term(s)) students may continue to drop one or more courses with a grade of "W" prior to the end of the published deadline in the Academic Calendar as long as the course has not ended.

Students must follow the appropriate procedure to drop a course after the 15th day of the fall and spring semesters (this deadline is pro-rated for the summer term(s)). If the course has not yet begun, the student will receive a tuition/fee refund and the course will be removed from the student's transcript. If the course has begun, the student will not receive a tuition/fee refund and will receive a grade of 'W' on their transcript.

Students may not drop all of their courses themselves in Banner Web/My Info. They must contact the college to complete the appropriate withdrawal paperwork. Tuition and fees are adjusted accordingly for total withdrawals up to the end of the 15th day of fall and spring semesters, unless the course has not begun. If the course has not yet begun, the student will receive a tuition/fee refund and the course will be removed from the student's transcript. This deadline is pro-rated for the summer term(s). See the Institutional Tuition and Fees policy for further information.

In all courses for which a student fails to complete all requirements and for which no formal drop (withdrawal) has been filed with the college, the final grade will be the grade the student has earned at the end of the course.

Retroactive Withdrawals
Request for retroactive withdrawals past the published withdrawal deadline will be considered in only very specific circumstances: critical illness, death in family, deployment and other serious circumstances outside of the student's control. Documentation will be required.

Appeals regarding academic records must be addressed within three years of course enrollment. Any appeals filed more than three years after the date of last attendance will not be considered. Note: This policy applies to appeals for retroactive withdrawals and tuition refunds only.

For policy on academic performance appeals, please see the Instruction Complaint Procedures Section 300.30 of Policy 300 Student Conduct and Grievance.

Definitions
Adding a Course: Adding a course means registering to participate in a particular class.

Dropping a Course: Dropping a course means unregistering for a particular class and no longer participating in that course.

Withdrawing from All Courses: Withdrawing from all courses means the student is no longer enrolled for that particular term and is not registered nor participating in any classes at the college.

References
300 Student Conduct and Grievance
308.2 Tuition and Fees Payment and Refunds

Related Manuals/Forms
Add Card
Override Authorization Form
Dropping Courses Process
Request for Special Consideration