

RETURN TO REGISTRAR'S OFFICE BY THE LAST INSTRUCTIONAL DAY BEFORE FINALS WEEK  
 \*\*\*Read the policies & procedures on bottom of form. Courses dropped may result in additional fees\*\*\*  
 (DO NOT use this form to drop your only remaining class, email withdrawal@umontana.edu for assistance)

Autumn      Spring      Semester 20\_\_

**Student ID#**

7 | 9 | 0 | | | | | |

X

**Last Name**

X

**First Name**
**Middle**
**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.

X

**Phone**

X

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

**International Students: ISS Advisor Signature**  
 (International Center)

**NCAA Athletes: Athletic Advisor Signature**

\*\*In place of a physical signature, approval emails from a University email account can be attached to form\*\*

	Course Request Number (CRN)	Subject	Course Number	Section Number	Credits	Grade Option (After 45 <sup>th</sup> 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** \_\_\_\_\_

\*\*In place of a physical signature, approval emails from a University email account can be attached to form\*\*

## DEAN SIGNATURE REQUIRED AFTER 45<sup>th</sup> INSTRUCTIONAL DAY

**DEAN SIGNATURE** (of student's major) \_\_\_\_\_      **DATE** \_\_\_\_\_

APPROVED     DENIED

- An accident/illness prevented me from meeting course requirements.    A family/personal emergency prevented me from meeting course requirements
- I received no evaluation of my performance before a drop deadline.       Employment schedule changed, preventing me from meeting course requirements.

### 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](http://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 16<sup>th</sup> and 45<sup>th</sup> 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 45<sup>th</sup> 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 need to contact Withdrawal coordinator in student accounts

**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 623 Aber Hall, by email [registration@umontana.edu](mailto:registration@umontana.edu), or call (406) 243-5600.