Dual Enrollment Student Drop/Withdrawal Guide

Please review the following information:

Dual Credit courses affect both your high school records and your college transcripts. You must carefully decide if withdrawing from a course is in your best interest. Great Falls College MSU recognizes that there are many reasons influencing your decision to withdraw from a course. However, it is important to note that withdrawing could seriously affect:

- your high school grades and/or schedule;
- your high school graduation status;
- your academic standing at GFC MSU;
- your degree goals;
- any financial aid awards or other benefits you may expect to receive in the future; and
- your subsequent admission to another college or university.

All courses attempted at GFC MSU will be recorded on your college transcript, including those that you withdraw from.

How will dropping/withdrawing impact my bill and 1-2-Free credits?

Timing is important when dropping or withdrawing from a course (or courses). The date on which you drop determines what happens to your bill with the college. Please see the Academic Calendar for full details.

- The Drop period is through the 15th day of the semester, as posted on the Academic Calendar.
- The Drop period is pro-rated for summer semester.
- **Second block classes qualify for a 100% refund only if the student drops prior to the start of the class.**
- After the *"Last day to withdraw with a "W" grade"* has passed, you **CANNOT** drop your course.
- Concurrent courses, those taught by high school faculty, follow the Full Semester Courses schedule.

If you withdraw from any or all DE courses **during** the Drop period:

- You may owe a partial bill according to the refund dates listed in the GFC academic calendar;
- 1-2-FREE credit will not be applied and may be utilized in upcoming semesters, if eligible; AND
- The course(s) will not be reflected on your college transcript.

If you withdraw from any or all DE courses **after** the Drop period:

- You will be charged tuition;
- If applicable, 1-2-FREE credit may be applied, even though you will **not** earn a grade or receive credit;
- The course(s) will be recorded on your college transcript with a grade of "W". It shows you attempted the course but did not successfully complete it for credit.
- Earning a "W" does not affect your GPA and does not penalize you academically.

How do I know which form to use?

Drop and Withdrawal forms can be found on the Dual Enrollment website, gfcmsu.edu/admissions/dual-enrollment, under "Useful Forms".

- If you are dropping one or more classes and will stay enrolled in other classes, complete a **Drop Card**.
- If you are withdrawing from ***all classes*** or it is your last class of the semester (fall, spring, summer), complete a **Withdrawal Form.**
- Reach out to dual@gfcmsu.edu with questions. You can also call 406-771-4390 or 406-771-4309.

How do I drop a class or withdraw from all classes?

1) We strongly recommend reaching out to your instructor prior to dropping. The purpose of meeting with the instructor is not to obtain permission to drop, but to have a meaningful conversation about the student's progress in the course and whether dropping is the best option.

2) If you still choose to drop, both Drop and Withdrawal forms can be found on the Dual Enrollment website, gfcmsu.edu/admissions/dual-enrollment, under "Useful Forms".

3) Take the form to your high school counselor to discuss any potential consequences of dropping and/or withdrawing, as well as collecting their signature.

4) Take the form to your parent/guardian to discuss any potential consequences of dropping and/or withdrawing, as well as collecting their signature.

5) Return the completed form to the Dual Enrollment Coordinator or Dual Enrollment Advisor prior to the deadline listed in the GFC MSU Academic Calendar. You may:
   - Scan and upload documents through the secure link on the website: Document Upload.
   - Photograph and upload documents through the secure link on the website: Document Upload.
   - Deliver it in person to Student Central at Great Falls College.
   - Fax it to 406-771-4329 (email dual@gfcmsu.edu to confirm receipt).
   - Email is not ideal, as these forms contain sensitive personal information.

6) Dual Enrollment staff will review, sign, and submit your form to the Registrar's Office for final processing.

7) Once the form is processed, either no grade or a grade of "W" will be posted to your college transcript, depending on the drop deadline.