GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Dual Enrollment

406-771-4390 | 406-771-4309 | dual@gfcmsu.edu

Great Falls College MSU Dual Enrollment Drop Card

Use this form to drop one course but stay enrolled in other courses. You must fill out a separate form for each course dropped. ***If you are withdrawing from all classes, use the Withdrawal form.***

Please review the following IMPORTANT information:

Dual Credit courses affect both your high school records and your college transcripts, so 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 must be dropped before classes start.
- 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.

Carefully review and INITAL each box before completing this form.

☐ I have read the Drop/ Withdrawal Guide.

☐ I have talked with my professor about my progress and if dropping is the best option.

☐ I understand how this will impact my college and high school transcripts.

☐ I understand I may owe a bill and that this could affect my 1-2-Free according to the Academic Calendar.

Great Falls College MSU Dual Enrollment Drop Card

Timing is vital when dropping a class. By filling out the form, you understand this may affect your academic transcript and you may owe a bill to the college according to the Academic Calendar.

Name: _____ Date of Birth: _____ Student ID: _____
Last First *Month/Date/Year* *ex. -01234567*

High School: _____ Term: ☐ Fall ☐ Spring ☐ Summer Year: _____

Please return completed card to: GFC MSU; Registrar's Office, 2100 16th Avenue South, Great Falls, MT 59405

Questions: With whom did you discuss your decision to drop your course(s) (Check all that apply)? ☐ College Staff Member ☐ Advisor ☐ Faculty Member ☐ Fellow Student ☐ Employer ☐ Relative ☐ High School Staff Member

Please indicate if the following reasons contributed to your dropping your course (s) from GFC MSU:

Academic:
- ☐ I'm unsure of my major/future goals
- ☐ My academic performance wasn't satisfactory
- ☐ I'm too far behind in my course(S)
- ☐ My course is too challenging
- ☐ I wasn't ready for college

Online Courses:
- ☐ I didn't receive adequate training/support with Canvas
- ☐ My online classes weren't what I expected
- ☐ I don't have the technical skills needed for online classes
- ☐ I didn't have the hardware/software or proctoring resources needed for online classes

Campus Engagement:
- ☐ I had negative interactions with faculty
- ☐ I didn't have the amount of faculty interaction I expected
- ☐ There was insufficient academic assistance available
- ☐ I didn't have a social connection with people at the college

Personal/Medical Issues:
- ☐ I encountered unexpected changes in finances
- ☐ Employment interferes with academics
- ☐ I'm experiencing physical/emotional health-related problems
- ☐ A family member/friend is experiencing difficulties

Other: _____

FOR HIGH SCHOOL DUAL ENROLLMENT STUDENTS ONLY

CRN Number	Subject	Course No.	Section	Circle Current Grade	DC or CC*
				A B C D P F	☐ DC ☐ CC

**Please identify if this course was a Dual Credit (DC) course or a College-Credit only (CC) course.*

Student Signature: _____ **Date:** _____

Parent/Guardian Signature (if student is under 18): _____ **Date:** _____

High School/Home school administrator Signature: _____ **Date:** _____

College Advisor Signature: _____ **Date:** _____

BY YOUR SIGNATURE, YOU ARE REQUESTING THAT THE COLLEGE DROP YOU FROM THE REQUESTED CLASS

Drop Entered by: _____ Date:_____ Survey Entered by: _____ Date:_____

Last Updated June 25, 2026

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY