

## **DROPPING COURSES at Great Falls College MSU**

Students will receive a grade of W for courses dropped after the last day to drop on-line through Banner Web/My Info through the last day to withdraw. Follow these steps if you are considering dropping a course during this period:

1. If you are considering dropping all of your courses (considered a complete withdrawal) you must first contact your advisor. Otherwise, proceed to step 2.
2. If you are dropping one or more courses, but not all of your courses:
  - A. First contact the instructor for each course you are considering dropping. The purpose of meeting with your instructor is not to obtain permission to drop, but to have a meaningful conversation about your progress in the course and whether or not dropping is the best option.
  - B. If, after communicating with the instructor, you have decided not to drop the course, no further action is necessary.
  - C. If, after communicating with the instructor, you have decided to drop the course:
    1. Obtain a Drop Card from the instructor for each course and have the instructor sign it. Then, meet with your advisor for a review of your academic plan and to obtain their signature.
    2. If you are unable to meet personally with your instructor, you must contact them by other means (phone, email, D2L, etc.). Obtain a Drop Card for each course from the instructor or advisor and attach documentation of your communication with the instructor. Then, meet with your advisor for a review of your academic plan and to obtain their signature.
    3. Students without an assigned advisor at Great Falls College MSU (excluding high school dual enrollment students) must contact the Advising and Career Center for assistance after contacting the instructor.