

WITHDRAWING FROM ALL CLASSES 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. If you are dropping one or more courses, but not all of your courses, you must contact the instructor for each course you are considering dropping and complete the Drop Card process.

Follow these steps if you are considering withdrawing from all of your classes (considered a complete withdrawal) during this period:

1. Meet with an advisor in the Advising & Career Center. The purpose of meeting with an advisor is to have a meaningful conversation about whether or not withdrawing from classes is the best option. You will talk about effects of withdrawing on your academic plan.
2. If, after communicating with the advisor, you have decided not to withdraw, no further action is necessary.
3. If, after communicating with the advisor, you have decided to withdraw:
 - A. Obtain the Withdrawal Form and Withdrawal Survey from the advisor, complete the paperwork, and have the advisor sign it.
 - B. Meet with Financial Aid to discuss how the withdrawal will affect your financial aid, including Return of Funds for the semester, Satisfactory Academic Progress, and any appeals that might be necessary. Financial Aid must sign the Withdrawal Form.
 - C. If, after communicating with Financial Aid, you have decided not to withdraw, please contact your Advisor to discuss your academic plan and options for successfully completing the semester.
 - D. If you are unable to meet personally with an advisor, you must contact them by other means (phone, email, D2L, etc.). The Withdrawal Form and Withdrawal Survey will be completed with the Advisor. Financial Aid will contact you upon receipt of the Withdrawal Form. **The Withdrawal process is not complete until the Withdrawal Form has been signed off on by an Advisor in the Advising & Career Center and Financial Aid.**