



**MONTANA STATE UNIVERSITY BILLINGS**  
**REQUEST FOR UNIVERSITY WITHDRAWAL (ALL Classes for the SEMESTER noted)**  
**INSTRUCTIONS**

**If you are registered, have confirmed your bill, and want to drop ALL of your classes for the current/upcoming term, please use this University Withdrawal Form.**

The intent of this form is for students who wish to initiate a full withdrawal (all classes in a given semester) from MSU Billings including City College. If you are seeking instead to drop one or more courses and still remain enrolled for the semester, or the semester has concluded and you are wanting to retro-actively drop courses, please contact the Registrar's Office 406-657-2158 for a different form.

In processing this form, you understand the following:

- Students who officially withdraw during the first fifteen days of an academic term will not have the coursework reflected on the transcript. Students who withdraw after the first fifteen days will receive a grade of "W" (Withdraw) in all classes.
- "W" grades, while having no GPA impact, still count as attempted credits for academic, billing, and financial aid purposes. No grades, including those of "W" are subject to removal from the academic transcript.

Please also note that withdrawing from all classes in a given semester can significantly impact other funding and eligibility. We encourage you to work with other offices (intercollegiate athletics, international programs, military and veterans success, financial aid and scholarships) to be sure this is in your all-around best interest.

A student who receives Federal Financial Aid has the responsibility to attend and successfully complete all classes during a registered semester. If a student withdraws from college, officially or unofficially, they may be required to **repay** all or part of the financial aid that was received.

More information about No Show Reporting and Return of Title IV Funds are available at:  
<https://catalog.msubillings.edu/undergraduate/admissions-registration/>

If you are receiving VA educational benefits, military tuition assistance or waivers, please be advised that any withdrawals or changes to enrollment may negatively impact these benefits. It is recommended that you contact the Military and Veterans Success Center (406-657-2968), prior to making any changes, in order to mitigate out of pocket expenses.

Questions? Contact us:

Registrar's Office  
1<sup>st</sup> Floor West – Administrative Building (formerly McMullen Hall)  
406-657-2158  
[registrar@msubillings.edu](mailto:registrar@msubillings.edu)

Jacket Student Central  
3803 Central Avenue  
406-247-3007  
[ccadmissions@msubillings.edu](mailto:ccadmissions@msubillings.edu)

Business Services Student Accounts  
Basement – Administrative Building (formerly McMullen Hall)  
406-657-2140  
[businessoffice@msubillings.edu](mailto:businessoffice@msubillings.edu)

Financial Aid and Scholarships  
1<sup>st</sup> Floor East – Administrative Building (formerly McMullen Hall)  
406-657-2188  
[finaid@msubillings.edu](mailto:finaid@msubillings.edu)