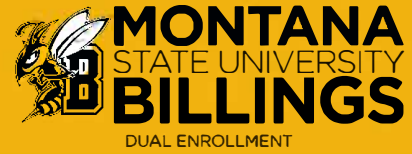


MSU Billings Dual Enrollment Drop/Withdrawal Form



Form must be filled out fully and have the necessary signatures to be processed.
Incomplete forms will not be processed.

Student Information

Full Legal Name: _____ Student ID: -0

Phone Number: _____ Email: _____

Mailing Address: _____ State: _____ Zip: _____

Term/Year: Fall Spring Summer Year: _____

By checking this box, I am requesting to drop one or more of the college classes I am registered for. I **DO NOT** want to drop all of my college classes.

CRN	Course Title	Instructor	Last Date of Attendance	Instructor Signature

By checking this box, I am requesting to initiate a University Withdrawal. This means that I want to drop **ALL** of my college classes. You will request a withdrawal if you are registered for a single class and are wanting to drop it.

In processing this form, you understand the following:

- Students who drop or withdraw during the first 15 days of the semester will not have coursework reflected on their transcript.
- Students who drop or withdraw **after** the first 15 days of the semester will receive a “W” (withdrew) on their transcript. “W” grades, while having no GPA impact, still count as attempted credits for academic, billing, and financial aid purposes. No grades, including those of a “W” are subject to removal from the academic transcript.
- Students who drop or withdraw during the first 15 days of the semester will receive a refund of their 1, 2 Free scholarship and their tuition.
- Students who drop or withdraw **after** the first 15 days of the semester may not be refunded their 1, 2 Free scholarship or tuition.
- Students are required to notify their high schools of any classes they drop or withdraw from.

Student Signature _____ Date _____

High School/Homeschool Administrator Signature _____ Date _____

Dual Enrollment Director Signature _____ Date _____

Return completed form to Kaili Payne at dualenrollment@msubillings.edu